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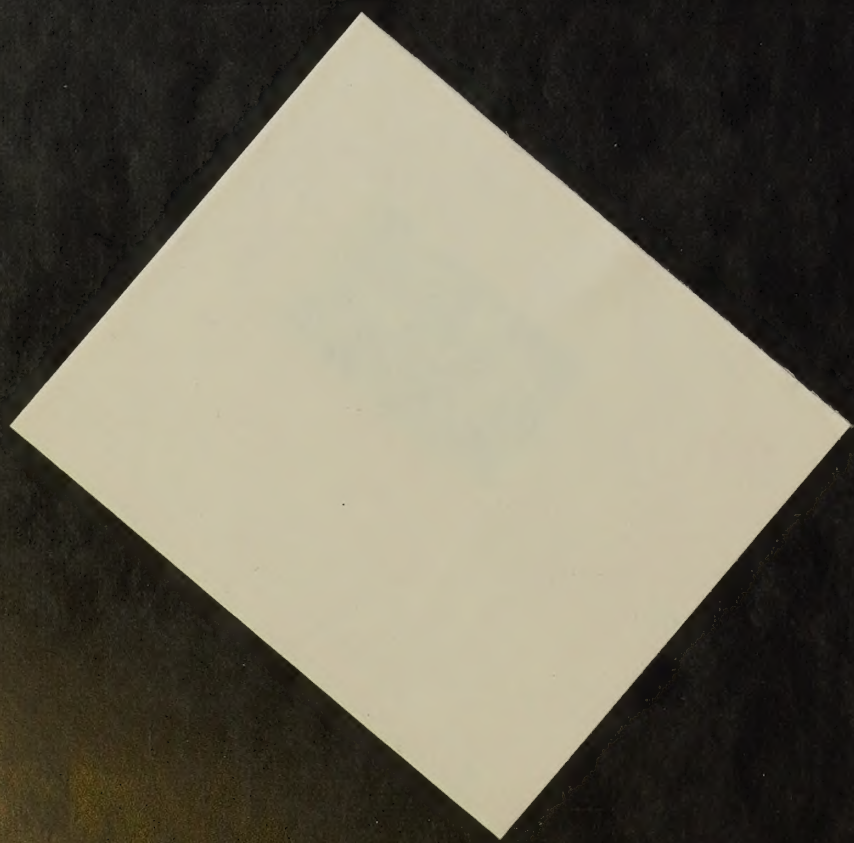
URBAN/MUNICIPAL

HAMILTON CONVENTION CENTRE

AGENDA + MINUTES

Jan 1984 - June 84

Urban / Municipal





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BULLETIN BOARD

HAMILTON CONVENTION CENTRE

January 25, 1984

Members,
Board of Directors,
Hamilton Convention Centre.

Dear Sir/Madam:

The next meeting of the Board of Directors will be held on Monday, January 30th, 1984 at 7:30 p.m. in the Albion Room, Salon "C".

Enclosed herewith is an agenda and supporting material which I would ask you to bring with you to the meeting.

Unless I hear from you to the contrary, I will anticipate your attendance.

Yours very truly,

Bonnie Cook

Bonnie M. Cook,
Secretary,
Board of Directors.

BC

Encl.



HAMILTON CONVENTION CENTRE

BOARD OF DIRECTORS

JANUARY 30, 1984

A G E N D A

7:30 p.m.
Albion, "C".

1. Election of Officers:
 - (a) Chairman
 - (b) First Vice-Chairman
 - (c) Second Vice-Chairman
2. General Manager's Report
3. Minutes of the Previous Meeting
4. Committees of the Board:
 - (a) Structure
 - (b) Membership Selection
5. Correspondence:
 - (a) Letter from J. R. Jones dated December 16, 1983 re: Ontario Caucus of Mayors
 - (b) Letter dated January 16, 1984 from Ed Matthews re: Retirement Dinner for W. H. McFarland
 - (c) Letter dated January 17th from Mr. J. R. Giles, Director of Taxation for Revenue Canada, re: fire emergency on January 12th, 1984.
6. Report of the General Manager on Meetings & Incentive Travel Meetings - Hull, Quebec
7. Audit/Finance Committee - Presentation of the Financial Statement for the Eleven-month period ended November 30th, 1983
8. Tribute Dinner for Mr. Milton J. Lewis, Q.C. and Mr. Jack Krieger
9. Time of Day and Dates for Board Meetings
10. Other Business



HAMILTON CONVENTION CENTRE

2

ANNUAL REPORT OF GENERAL MANAGER

TO THE BOARD OF DIRECTORS

January 25, 1984.

INTRODUCTION

1983 was a very successful year for the Hamilton Convention Centre. Financially, the Centre more than halved its budgeted deficit and at the same time, increased its sales. Notably, weddings were far more numerous than in 1982. While the usage of the Centre increased only slightly, revenues from each event grew over 1982, making use of the Centre more cost-effective.

However, meeting room sales were a disappointment and staff will be concentrating on these sales this year. When these sales increase, usage percentage of the Centre will grow accordingly.

Operationally, the Centre strived for excellence and in some cases, met it. Nevertheless, the instances of criticism were still there (and probably always will be), but staff will be working hard to reduce them.

MARKETING/SALES

Sales Revenue in December more than doubled from December, 1982. Tentatively, the Centre will end the year with a deficit of approximately \$220,000 which is 42% of the budgeted deficit of \$528,000. Total 1983 revenue will be in the neighbourhood of \$1.592 million.

The 1984 Marketing Plan has been approved and the aim of the Centre will be to attract banquets, meetings, receptions, and weddings. When the planned construction of the new hotel is stabilized, it is expected budgeted funds will be released to allow the Centre to advertise and promote convention sales.

Meanwhile, there is some \$1.08 million on the books for 1984 and sales staff are working hard to meet the \$1.82 million budget.

FINANCE

During 1983, the Thorne, Stevenson & Kellogg Compensation Plan was accepted by City Council. While the Plan was not approved by the Government of Ontario Inflation Restraint Board (IRB), an informal appeal is still pending. There are still three members of staff who are not compensated in accordance with the Plan; it is hoped this will

be rectified when the general percentage increase is announced by the City.

TENDERS

The Centre actively pursued tendering in 1983 which resulted in savings in many areas; at least three quotes will continue to be sought from potential suppliers and Hamilton area firms will be used as much as possible.

OPERATIONS

Evaluation questionnaires were started in 1983 which have helped immeasurably in our search for excellence. Clients have been very co-operative in completing them, both the good comments and the bad. Departments have reacted to them favourably and criticisms have decreased. The Centre will continue these forms into 1984.

During December, the rugs and furniture were steam cleaned and the walls were painted. New signage is up within the building, but outside signage is slower and the Centre is waiting on the Architect's Department for these. Construction of the changerooms will start within a week and the new "cash cage" has been built on the second floor.

ADVERTISING AND PROMOTION

Creating awareness of the Centre was an objective of the 1983 Marketing Plan, and last year, the Centre had, among other promotions, a very successful Wintario Show, a Cable Four talk show, Red Cross promotion and a Wedding promotion. As more banquets and receptions were held with VIP's present, the T.V., radio and newspaper exposure proved very beneficial.

The Spectator advertisements were well worth while as many clients spoke of them. Brochures were developed by management for direct mail campaigns and these also proved cost effective, especially the Christmas mailing in June/July.

The Centre is actively involved in the new Hamilton Convention Action Committee which also consists of representatives from hotels, Nordair and the Region. The Sales Manager of the Centre, Nat Davidson, is the Chairman of the Committee. The aim of the Committee is to pool resources and to have Hamilton speak with one voice in the fierce competition within the industry.

GENERAL

The Centre has a full compliment of personnel (23) which goes into 1984 with much more stability than into 1983. A new receptionist has taken Marilyn Lawrence's place; she is Ms. Gerry Hewak who has been out of the work force for a few years, but was previously in a similar position with Hamilton Place.

The Centre is presently finalizing a contract with the City Legal Department regarding Hamilton Convention & Show Services. Before it is signed, it will be submitted for Board approval.

Staff training in 1983 included banquet training, C.P.R., first aid and middle management training. The Centre will continue compulsory banquet instruction as well as the C.P.R. and first aid. Management, sales and marketing and accounting seminars will also be encouraged.

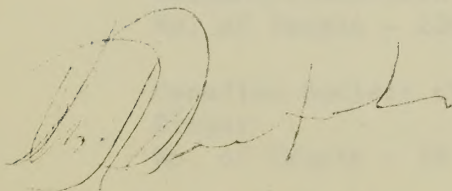
TRADE CENTRE/ARENA

The Centre was tasked during 1983 to be interim managers of the new Trade Centre/Arena. Increased telephone calls and correspondence regarding sales and marketing are evident, and a new brochure, due on February 6th, 1984, will aid management in this regard. Two examples of the increase are communicated in two bids: one for the World Junior Hockey Championships in December/January 1986 and the other for the Canadian Figure Skating Championships in January, 1986.

CONCLUSION

I would like to welcome the two new Board members and include a Centre presentation folder with an organization chart for their information.

I look forward to 1984 as a year full of excitement and anticipation, especially with the twin construction of the Trade Centre/Arena and hotel. The Centre is dedicated not only to ensuring high utilization of the building, but also to a commitment of excellence in operation and management.



William J. Penfold,
General Manager.

WJP:bc

Attach.



HAMILTON CONVENTION CENTRE

FUNCTIONS HELD DURING THE MONTH OF NOVEMBER

November 1st - Hamilton/Wentworth Region
Reception/Luncheon
No. of People - 46

November 2nd - Mohawk College of Applied Arts and Technology
Meeting/Luncheon
No. of People - 55

Superannuated Teachers of Ontario
Reception/Luncheon/Meeting
No. of People - 390

Brewers Retail
Meeting/Luncheon/Dinner
No. of People - 39

Burlington Newcomers Club
Reception/Dinner/Fashion Show
No. of People - 120

Merck, Sharp and Dohme Canada
Meeting/Dinner
No. of People - 50

November 3rd - Ontario March of Dimes
Workshops/Luncheon
No. of People - 220

Canadian Society of Chemical Engineering
Dinner
No. of People - 39

November 3rd to 6th - Hamilton Area Challenge Square Dancers Inc.
Square Dance Challenge
No. of People - 800

November 4th - Royal Military Club
Dinner
No. of People - 90

THE UNIVERSITY OF CHICAGO

THE UNIVERSITY OF CHICAGO

THE UNIVERSITY OF CHICAGO
CHICAGO, ILLINOIS 60637
U.S.A.

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U.S.A.

- November 4th - The Co-operators Insurance
Luncheon
No. of People - 54
- November 5th - S-20 Nisei Veterans Association
Dinner
No. of People - 54
- November 6th - Greg Fraleigh in Trust
Flea market
No. of People - 4,700
- November 7th - Westinghouse Canada Inc.
Reception/Dinner
No. of People - 141
- Hamilton and District Society of Optometrists
Reception/Dinner/Dance
No. of People - 20
- November 7th - Ontario Pharmacist Association
to 9th Meeting/Luncheon
No. of People - 25
- November 8th - Ontario Land Surveyors
Meeting
No. of People - 30
- City of Hamilton
Meeting
No. of People - 17
- Eaton Bay Financial Services
Meeting
No. of People - 60
- Hamilton Chapter of the Canadian Credit Institute
Reception/Dinner/Meeting
No. of People - 78
- November 9th - Hamilton Occupational Health Nurses Association
Reception/Dinner/Dance
No. of People - 36
- Brewers Retail
Meeting/Luncheon
No. of People - 17

1. The first section of the report is devoted to a general description of the project and its objectives.

2. The second section describes the methodology used in the study, including the selection of subjects and the procedures followed.

3. The third section presents the results of the study, which are discussed in detail in the following paragraphs.

4. The fourth section discusses the implications of the findings and suggests directions for future research.

5. The fifth section concludes the report and summarizes the main findings and conclusions.

6. The sixth section provides a list of references and sources used in the study.

7. The seventh section contains a list of appendices and supplementary materials.

8. The eighth section provides a list of figures and tables included in the report.

9. The ninth section contains a list of footnotes and additional information.

10. The tenth section provides a list of acknowledgments and thanks to those who assisted in the study.

11. The eleventh section contains a list of contact information for the author and the research team.

12. The twelfth section provides a list of distribution and availability information.

November 10th - City of Hamilton
Media Reception
No. of People - 75

Columbian Chemicals Ltd.
Reception/Dinner
No. of People - 71

November 10th - Speedsport
to 13th Auto Show
No. of People - 5,000

November 12th - Cloke and Son Ltd.
Reception/Dinner/Dance
No. of People - 135

November 14th - Ambitious City Toast Mistress Club
Dinner/Meeting
No. of People - 22

Youth for Christ
Dessert Buffet
No. of People - 110

November 15th - Procter and Gamble Inc.
Meeting/Luncheon
No. of People - 12

The Canadian Food Service Executives Association
Reception/Dinner/Meeting
No. of People - 40

The Action Group for De Institutionalization
Luncheon/Meeting/Workshops
No. of People - 123

November 15th - The Spectator
to 17th Meeting/Luncheon
No. of People - 17 people each day

Government of Canada, Department of Consumer and Corporate Affairs
Hearings
No. of People - 15

November 16th - Hamilton Public Relations Association
Seminar/Reception/Luncheon
No. of People - 35

Hamilton Women's Network System
Meeting/Reception
No. of People - 300

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November 16th - Ontario Insurance Adjusters Association
Reception/Dinner/Meeting
No. of People - 65

I.B.E.W. Local Union 636
Meeting
No. of People - 15

November 17th - Hamilton and District Chartered Accountants Association
Reception/Dinner
No. of People - 139

Stelco Inc. - Engineering Department
Reception/Dinner/Presentation
No. of People - 238

November 18th - John Dydzak Enterprises
Cathedral of Christ the King Committee Meeting/Luncheon
No. of People - 10

Hamilton and District Electrical Contractors Association
Reception/Dinner/Dance
No. of People - 180

November 18th - Regional Municipality of Hamilton-Wentworth
and 19th Toy Sale
No. of People - 100

November 19th - Canadian Imperial Bank of Commerce
Reception/Dinner/Dance
No. of People - 466

Bethel Gospel Tabernacle
Dinner/Entertainment
No. of People - 220

First Phase Civic Square Ltd.
Reception/Dinner/Dance
No. of People - 163

Ontario Land Surveyors
Reception/Dinner/Dance
No. of People - 43

November 20th - Hamilton Record Convention
Record Exhibit and Sale
No. of People - 500

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Chapter 100	100

November 20th - Mr. Greg Fraleigh
Flea Market
No. of People - 4000

Canadian Motorcycle Association
Meeting/Reception
No. of People - 75

November 21st - Mary Kay Cosmetics
Meeting
No. of People - 21

Canadian Retail Hardware Association
Dinner/Meeting
No. of People - 37

November 21st and 22nd - Gestetner
Product Display
No. of People - 50

November 21st to 25th - Manufacturing Opportunities Show
Trade Show
No. of People - 500

November 22nd - Westinghouse Canada Inc.
Meeting
No. of People - 6

November 22nd and 23rd - Skarratt Promotions
Burton Cummings Show
No. of People - 1,200 each evening

November 24th - Institute of Association Executives
Reception
No. of People - 15

November 25th - Halifax Insurance Company
Reception/Dinner/Dance
No. of People - 65

McMaster University Medical Centre Operating Room
Reception/Dinner/Dance
No. of People - 75

November 26th - McMaster University Commerce Society
Reception/Dinner/Dance
No. of People - 78

November 26th - Elms/Smith Wedding
Reception/Dinner/Dance
No. of People - 58

The Carribbean Cultural Association
Dinner/Dance
No. of People - 270

Hamilton and District Home Builders Association
Reception/Dinner/Dance
No. of People - 314

The Hamilton Academy of Dentistry
Reception/Dinner/Dance
No. of People - 118

Horizon Holidays of Canada Ltd.
Presentation/Reception
No. of People - 24

November 27th - Mr. Greg Fraleigh
Flea Market
No. of People - 4,000

November 28th - Ambitious City Toast Mistress Club
Dinner/Meeting
No. of People - 18

Assembly of First Nations Union of Ontario Indians
Meeting
No. of People - 40

November 28th - National Indian and Inuit Health Conference
to December 1 Conference
No. of People - 400

November 29th - Regal Capital Planners Ltd.
Meeting
No. of People - 100

The Corporation of the City of Hamilton
Meeting
No. of People - 25

November 30th - Yorkton Securities
Seminar/Reception
No. of People - 75

Section 101 -
General Provisions
101-1. Purpose and Scope

101-2. Definitions
101-3. Interpretation

101-4. Administration
101-5. Enforcement

101-6. Amendments
101-7. Repeal

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General Provisions
102-1. Purpose and Scope

102-2. Definitions
102-3. Interpretation

102-4. Administration
102-5. Enforcement

Section 103 -
General Provisions
103-1. Purpose and Scope

103-2. Definitions
103-3. Interpretation

103-4. Administration
103-5. Enforcement

Section 104 -
General Provisions
104-1. Purpose and Scope



HAMILTON CONVENTION CENTRE

FUNCTIONS HELD DURING THE MONTH OF DECEMBER

December 2nd - Big Sisters Organization
Dance/Buffer
No. of People - 500

Canadian General Life Insurance Company
Reception/Dinner/Dance
No. of People - 150

December 3rd - Tridon Ltd.
Reception/Dinner/Dance
No. of People - 360

Assumption High School
Reception/Dinner/Dance
No. of People - 67

Park Avenue Church
Dinner/Entertainment
No. of People - 310

Chinese Canadian Society
Reception/Presentation
No. of People - 277

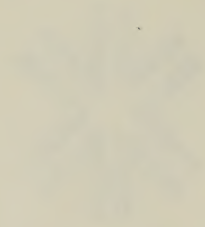
Intermetco Ltd.
Reception/Dinner/Dance
No. of People - 290

December 4th - Mr. Greg Fraleigh
Flea Market
No. of People - 4,000

Cathedral of Christ the King
Reception/Dinner/Presentation
No. of People - 850

Procter and Gamble
Reception
No. of People - 50

Cont'd . . .



DEPARTMENT OF COMMERCE

UNITED STATES DEPARTMENT OF COMMERCE

Section 101 - The National Bureau of Standards

Section 101 - The National Bureau of Standards

Section 101 - The National Bureau of Standards

Section 102 - The National Bureau of Standards

Section 102 - The National Bureau of Standards

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Section 103 - The National Bureau of Standards

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Section 103 - The National Bureau of Standards

Section 103 - The National Bureau of Standards

December 5th - Ontario Land Surveyors
Meeting
No. of People - 35

December 5th - Hamilton Wentworth Creative Arts
to 10th Winter Festival of Friends
No. of People - 4,000

December 7th - The Regional Municipality of Hamilton-Wentworth - S.P.I.C.E.
Luncheon
No. of People - 9

Merck, Sharpe and Dohme
Dinner/Reception/Meeting
No. of People - 40

Hamilton Occupational Health Nurses Association
Reception/Dinner/Meeting
No. of People - 43

Marval Jewellers
Reception
No. of People - 75

Northern Telecom Canada Ltd.
Meeting/Reception
No. of People - 37

Bell Communications Systems Inc.
Meeting/Luncheon/Dinner
No. of People - 37

December 7th - Canadian Cannery Ltd.
and 8th Meeting/Luncheon
No. of People - 9

December 8th - Canada Permanent
Meeting
No. of People - 70

Catholic Social Services of Hamilton
Meeting/Luncheon/Workshops
No. of People - 65

December 9th - Stelco Inc.
Reception/Dinner/Dance
No. of People - 52

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December 9th - Western Life Assurance Company
Reception/Dinner/Dance
No. of People - 52

City of Hamilton, Architect's Office
Reception/Dinner
No. of People - 118

City of Hamilton
Reception/Luncheon/Meeting
No. of People - 20

Procter and Gamble Inc.
United Way Appreciation Luncheon
No. of People - 30

Bee-Lievable Products Inc.
Meeting
No. of People - 20

Canadian Cannery Ltd.
Reception/Dinner
No. of People - 13

December 10th - Citibank Leasing Canada Ltd.
Reception/Dinner/Dance
No. of People - 110

Hamilton Academy of Veterinary Medicine
Reception/Dinner/Dance
No. of People - 116

Bethany Gospel Chapel
Reception/Dinner
No. of People - 64

Eaton Yale Limited
Reception/Dinner/Dance
No. of People - 160

December 11th - Hamilton Musicians Guild
Meeting
No. of People - 200

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December 12th - Ambitious City Toast Mistress Club
Dinner/Meeting
No. of People - 28

December 13th - Greenlands Garden Club
Reception/Dinner
No. of People - 11

The Corporation of the City of Hamilton
Meeting
No. of People - 17

Insurance Brokers Association of Hamilton
Reception
No. of People - 110

December 14th - E.D. Smith and Sons Ltd.
Dinner/Dance
No. of People - 490

Hamilton-Wentworth Housing Authority
Dinner/Meeting
No. of People - 10

The Canadian Imperial Bank of Commerce
Reception/Dinner/Meeting
No. of People - 160

Select Auto Glass
Reception
No. of People - 100

Canadian Cannery Ltd.
Meeting/Luncheon
No. of People - 13

The Hadassah-Wizo Organization of Hamilton
Luncheon/Fashion Show
No. of People - 118

Women's Canadian Club
Luncheon
No. of People - 505

Section 1.1 - Introduction to the course
This section introduces the course and its objectives.
It covers the following topics:

Section 1.2 - The course structure
This section describes the course structure and the topics to be covered.
It covers the following topics:

Section 1.3 - The importance of the course
This section discusses the importance of the course and its relevance to the field.
It covers the following topics:

Section 1.4 - The course objectives
This section lists the course objectives and the skills that students will acquire.
It covers the following topics:

Section 1.5 - The course syllabus
This section provides a detailed syllabus of the course, including the topics to be covered and the recommended reading.
It covers the following topics:

Section 1.6 - The course evaluation
This section describes the methods used to evaluate the course and the students' performance.
It covers the following topics:

Section 1.7 - The course conclusion
This section provides a summary of the course and its key findings.
It covers the following topics:

Section 1.8 - The course appendix
This section contains additional information related to the course, including the course schedule and the contact information for the instructor.
It covers the following topics:

Section 1.9 - The course bibliography
This section lists the references used in the course, including books, articles, and websites.
It covers the following topics:

Section 1.10 - The course glossary
This section provides definitions for the key terms used in the course.
It covers the following topics:

Section 1.11 - The course index
This section provides an index of the course content, making it easy for students to find the information they need.
It covers the following topics:

December 14th - Toastmasters

Luncheon

No. of People - 21

December 15th - Soper's

Dinner

No. of People - 127

Westinghouse Canada Inc.

Reception

No. of People - 150

December 16th - Columbia Secondary School

Dinner

No. of People - 50

McDonald/Paling Wedding

Reception/Dance

No. of People - 85

Wallace Wedding

Reception/Dinner/Dance

No. of People - 100

Queenston Group

Reception/Dinner/Dance

No. of People - 310

Hamilton Construction Association

Reception/Luncheon/Entertainment

No. of People - 280

December 17th - National Bank

Reception/Dinner/Dance

No. of People - 105

Canadian Cannery Ltd.

Reception/Dinner/Dance

No. of People - 256

Adam Clark Company Ltd.

Reception/Dinner/Dance

No. of People - 85

December 18th - Mr. Greg Fraleigh
Flea Market
No. of People - 2,500

Hamilton Master Otters
Brunch
No. of People - 20

December 19th - The Corporation of the City of Hamilton, City Clerk's Office
Meeting
No. of People - 25

Upper Hamilton Optimist Club
Dinner
No. of People - 45

Mrs. Figueredo
Birthday Party - Reception/Dinner
No. of People - 70

December 20th - The Corporation of the City of Hamilton, Ministry of Attorney General
Assessment Review Court
No. of People - 10

I.B.E.W. Local Union 636
Meeting
No. of People - 20

December 23rd - Aldershot High School
Dinner/Dance
No. of People - 75

December 28th - Poltov/Duckett Wedding
Dinner
No. of People - 19

December 29th - City of Hamilton
Reception/Dinner
No. of People - 187

December 1944 - Mr. J. H. Johnson
Plan for
No. of people - 1,000

Estimated number of people
No. of people - 50

December 1945 - The Department of the Army at Washington, D.C.
No. of people - 15

Estimated number of people
No. of people - 50

Mr. Johnson
Estimated number of people - 10

December 1946 - The Department of the Army at Washington, D.C.
Estimated number of people
No. of people - 10

Estimated number of people
No. of people - 10

December 1947 - Estimated number of people
Estimated number of people
No. of people - 15

December 1948 - Estimated number of people
Estimated number of people
No. of people - 15

December 1949 - Estimated number of people
Estimated number of people
No. of people - 15

December 30th - Sullivan/Graydon Wedding
Reception/Dinner/Dance
No. of People - 111

Bujalski/Zivolak Wedding
Reception/Dinner/Dance
No. of People - 95

December 31st - Mr. John Elder
Reception/Dinner/Dance
No. of People - 200

Barbados Canadian and Friends Association
Reception/Dance
No. of People - 75

kw
04/01/84

7:30 p.m.
December 12, 1983
Albion Room, Salon "C".

3

The Board of Directors of the Hamilton Convention Centre met.

Present: Mr. Milton J. Lewis, Q.C., Chairman
Alderman James A. Bethune, Second Vice-Chairman (arrived as indicated)
Mr. David O. Braley
Mr. Keith L. Clark
Alderman Brian K. Hinkley
Mr. Jack Krieger
Alderman Henry Merling
Mr. Terry E. Yates.

Also Present: Mr. Stephen H. Dockman, Director of Operations
Mr. John Leuser, Director of Finance
Mr. Nat Davidson, Sales Manager
Mrs. Bonnie Cook, Secretary.

General
Manager's
Report

1. General Manager's Report

The Board discussed the report of the General Manager dated December 8th, 1983. Two of the items in Mr. Penfold's report referred to the new Trade Centre/Arena Project, and in particular, the request of City Council that the Hamilton Convention Centre Board recommend the appointment of two citizen members to a Trade Centre/Arena Advisory Group. This group is to be established to review and make recommendations to the Parks and Recreation Committee on various aspects of the Trade Centre/Arena, including management/administrative structure, policies and procedures for the operation and marketing of the facility, and an operating budget.

Appointment
of members
to Trade
Centre/
Arena
Advisory
Committee

It was moved by Alderman Henry Merling, seconded by Mr. Jack Krieger, and carried, that the Board appoint two of its citizen members to serve on the Arena Trade/Centre Advisory Committee.

The floor was then opened for nominations.

Alderman Henry Merling nominated Mr. Milton Lewis as one of the citizen members. However, due to the fact that Mr. Lewis felt the City is looking for current board members, and as this was Mr. Lewis' last meeting with the Hamilton Convention Centre Board, Mr. Lewis declined the nomination.

There were some questions by some of the members of the Board as to the exact intent of this proposed Committee, and Mr. Lewis read aloud to the Board the content of a letter from the City Clerk which outlined the resolution of the Parks and Recreation Committee governing the establishment of the advisory group.

The Board discussed this letter briefly, as well as the time commitment required from the citizen members who will serve on this new Committee. On the motion of Mr. Jack Krieger, seconded by Mr. Keith Clark, Mr. David Braley was nominated to sit on the Advisory Committee.

On the motion of Alderman Henry Merling, seconded by Mr. David Braley, Mr. Terry Yates was nominated as a member of the Advisory Committee.

There being no further nominations, on the motion of Alderman Henry Merling, seconded by Mr. Jack Krieger, nominations were declared closed.

Due to the fact that there were only two nominations, Messrs. Braley and Yates were elected to serve as citizen members of the Trade Centre/Arena Advisory Committee by acclamation.

As the discussions of the General Manager's report had concluded, on the motion of Mr. Terry Yates, seconded by Mr. David Braley, the Report of the General Manager dated December 8th, 1983, was received.

Minutes

2. Minutes of the Previous Meeting

On the motion of Mr. David Braley, seconded by Mr. Keith Clark, the minutes of the meeting of November 14th, 1983, were approved as circulated.

Correspondence

3. Correspondence

On the motion of Mr. David Braley, seconded by Mr. Jack Krieger, the following correspondence was received:

- (a) Letter dated November 17th, 1983 from Mr. Rupert Shriar, of the Canadian Jewish Congress, commenting on the success of their conference on Deinstitutionalization held at the Centre in November
- (b) Letter dated November 29th, 1983 from Mr. Alf Davis of the Industry Education Council of Hamilton-Wentworth, thanking the Centre for its services and support during their recent conference.

Mr. Lewis mentioned to the Board that he had just received a letter from Mr. William Cockman, who was the emcee at the Fiftieth Anniversary Dinner for the Cathedral of Christ the King in which Mr. Cockman was very complimentary of the Centre and staff on that occasion. Mr. Lewis had also received very laudatory comments from a guest at that particular function. Mr. Lewis stated that management should be commended for their fine efforts on that evening.

Administration/
Operations
Committees

4. Administration/Operations Committees - Report

On the motion of Mr. Keith Clark, seconded by Mr. David Braley, the Board received the report of the Administration/Operations Committees for information, with the exception of Item 3 - Access to the Disabled, which was the subject of a separate motion.

The Board had received a copy of a report dated December 1st, 1983 from the General Manager, in which he had outlined several measures to improve access to the Centre by the disabled. On the motion of Mr. Keith Clark, seconded by Mr. David Braley, the Board approved the corrective measures to be taken by the Centre, with any expenditure of funds involved to be subject to the tender process, and City policy.

With respect to Item 4 of the report dealing with Donations of Art, Alderman Hinkley suggested that there should be some means of governing the quality of art to be displayed in the Centre, in order to maintain the proper decorum.

Audit/
Finance
Committee

5. Audit/Finance Committee

(a) Presentation of the Financial Results for the Ten-Month Period Ended October 31, 1983

On the motion of Mr. David Braley, seconded by Alderman Henry Merling, the Board approved the unaudited financial results for the ten-month period ended October 31, 1983, as presented. These statements indicate a profit for October of \$67,275, and a deficit to October 31st, of \$270,486.00.

Mr. Braley reported to the Board that revenues for 1983 are now expected to reach \$1,530,000 and the deficit is anticipated to be \$260,000 to \$265,000, which is a significant reduction from the original projection of \$528,000. He indicated that the Audit/Finance Committee commended management for the excellent results in 1983.

Mr. Braley also reported that the procedural audit had been conducted and everything was found to be in order.

(b) Request for Capital Purchases

Request for
Capital
Purchases

On the motion of Mr. David O. Braley, seconded by Alderman Henry Merling, the Board approved the following capital purchases, at a total price not to exceed \$20,610, to be financed from the Centre's second 1983 allocation:

Sweda Cash Registers	\$4,500	
Communication Radios	2,100	
Platform Trucks	1,400	
Moving Text Displays	2,300	
Liquor Dispensers	<u>4,150</u>	\$14,450

Funds for construction of staff changerooms and a parcel cage room		<u>6,160</u>
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TOTAL:		<u>\$20,610</u>
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NOTE: The above prices include all applicable sales taxes, and 10% to account for price fluctuations at the time of ordering.

Future
Conventions

6. Presentation by Sales Manager - Future Conventions

The Sales Manager wished to update the Board on what the Centre is doing with regard to attracting future convention business.

He reported that with the twinning of the skyway, the expansion of the airport and the new hotel and trade centre/arena, Hamilton is gaining the potential to attract 70% of the market for major conventions and trade shows.

A Committee has been formed for the sole purpose of seeking out and attracting conventions, on which representatives of the Royal Connaught, Holiday Inn, Sheraton, the Airlines, and the Centre all participate, as well as representatives of some of the ground transportation services. That Committee is very actively pursuing major conventions which will book anywhere from two to five years out. At present, there are fourteen conventions being worked on, the majority of which are committed to come to Hamilton.

Mr. Davidson also advised the Board that a trip to Ottawa in February is being planned in order to make proper contacts with I.A.E. representatives.

In addition, Familiarization Tours are being co-sponsored by the Provincial and Federal Governments, whereby prospective convention planners will be flown to Hamilton at the expense of the governments, and then hosted by the Centre, once here. By means of first class presentations, we will try to convince meeting planners that Hamilton has a great deal to offer.

The Canadian Government Office of Tourism representatives in various cities are calling on prospective conference clientele on the Centre's behalf, and making contact prior to arrangements being made to fly representatives to Hamilton for site inspections.

The Members of the Committee are also planning a major marketplace right in Hamilton during the last week of February or first week of March, at which presentations will be made to promote Hamilton. This will be done in Hamilton rather than representatives from all entities on the Committee travelling to other areas.

In other words, everyone is working together to make Hamilton a destination city.

Bookings go right up to 1989, and as of this time, there are about 20 major conventions proposed for the Centre on either a tentative or definite basis.

Mr. Davidson had with him a list of conventions which the Board asked be put on file.

7. Other Business

Resignation from the Board of Mr. Jack Krieger

Mr. Krieger addressed the Board as this was his last meeting as a Board member.

He indicated he had enjoyed the past three years, especially the past two which had been absolutely excellent years for the Centre. He felt that the next three years would be memorable ones for the new Board. He indicated that with the Trade Centre/Arena and Hotel coming on stream, he can see great things happening for the Hamilton Convention Centre. He wished everyone a Merry Christmas, Happy and prosperous New Year, and continued good health.

Resignation of Mr. Milton J. Lewis, Q.C.

Mr. Lewis wished to read from a prepared text, a summation of the last two years during which he served as Chairman of the Convention Centre Board. Alderman Bethune arrived as Mr. Lewis began.

Mr. Lewis' address to the Board covered the objectives which the Centre had been able to achieve over the past two years. In all, Mr. Lewis covered seven major objectives, which are outlined in a copy of the address which is attached to these minutes.

In conclusion, Mr. Lewis thanked the members of the Board for their continued support and co-operation which led to the achieving of the Centre's goals.

Alderman Hinkley, speaking on behalf of City Council, thanked both Mr. Lewis and Mr. Krieger for their valued contributions to the Board over the years, and stated that their service was much appreciated. Alderman Hinkley mentioned that it would have been very easy for both of these board members to have resigned from the board earlier during a time of extreme criticism of the Centre, and indeed of the Board

Resignation
of Jack
Krieger

Resignation
of Milton
Lewis

itself. It was a very difficult time, and both Board members responded to the media and the public and answered questions and concerns. In addressing Mr. Lewis, Alderman Hinkley commended him for the excellent manner in which he handled the situation, and stated that the members of Council were very appreciative of his efforts due to the seriousness of the former problems at the Centre.

Alderman Hinkley also stated that one of the most important things established by the Chairman and the Board was the opening of lines of communication to City Council. He indicated that it is most imperative that these channels remain open and the dialogue kept going so that communication is clear.

Alderman Hinkley concluded his remarks by stating that Mr. Lewis' contribution to the City of Hamilton and the Hamilton Convention Centre is much appreciated.

Alderman Merling expressed his sentiments to Mr. Lewis as well. He indicated that in the past, he has probably been one of Mr. Lewis' greatest critics, as well as a critic of the Board. However, he recognized that Mr. Lewis did not walk away from the problems of the past, and with the help and ingenuity of the Board and others, managed to return the Centre to a position of integrity. On behalf of the people who elected him, Alderman Merling thanked Mr. Lewis.

In summary, Alderman Merling congratulated Mr. Lewis and stated he hoped all Mr. Lewis' future endeavours would be as successful as the one he leaves.

On the motion of Alderman Brian Hinkley, seconded by Mr. David Braley, the meeting then adjourned.

TAKEN AS READ AND APPROVED:

MILTON J. LEWIS, Q.C., CHAIRMAN

B. Cook
Secretary.

CHAIRMAN'S REMARKS FOR DELIVERY AT
FINAL MEETING, DECEMBER 12, 1983
HAMILTON CONVENTION CENTRE BOARD

IN THE LAST TWO YEARS, WE HAVE COME A LONG WAY.
DURING THAT TIME, WE HAVE ACHIEVED AS I SEE IT, THE FOLLOWING
OBJECTIVES:

1. WE HAVE RE-ESTABLISHED THE CREDIBILITY OF THE
CONVENTION CENTRE. CLEARLY THERE WERE WIDE SPREAD DOUBTS IN THE
BEGINNING AND THE CITIZENS OF THIS COMMUNITY CAN NOW BE CONFIDENT
THAT THE BOARD AND THE MANAGEMENT TEAM OF THE HAMILTON CONVENTION
CENTRE ARE OPERATING THE FACILITY WITH INTEGRITY AND COMPETENCE
AND WITH STANDARDS THAT THE COMMUNITY CAN PROPERLY EXPECT.
2. RESPONSIBLE AND RESPONSIVE LINES OF COMMUNICATION HAVE
BEEN ESTABLISHED WITH CITY COUNCIL. DETAILED AND REGULAR FINANCIAL
REPORTS TO COUNCIL ARE NOW THE NORM. MANAGEMENT AND THE BOARD ARE
FULLY CO-OPERATIVE WITH COUNCIL AND SENIOR STAFF. THE PROFESSIONAL
AND VALUED ADVICE AND EXPERTISE OF LOU SAGE, WEB MacFARLANE,
ART GILLESPIE AND KEN ROUFF AND THEIR RESPECTIVE STAFFS HAVE PLAYED
A MAJOR ROLE IN THE TURN AROUND OF OUR FACILITY. THE ENTHUSIASTIC
SUPPORT OF MAYOR MORROW HAS BEEN MUCH APPRECIATED ALONG WITH THE
SUPPORT OF HIS PREDECESSOR MAYOR BILL POWELL.
3. THE LAWSUIT INVOLVING THE FORMER GENERAL MANAGER WAS
COMPLETED AND WE AWAIT THE DECISION OF MR. JUSTICE FITZPATRICK.
4. OUR MANAGEMENT STRUCTURE AND MANAGEMENT TEAM HAVE BEEN
RE-ORGANIZED AND OUR PRESENT STAFF-HEADED BY WILLIAM PENFOLD IS
FUNCTIONING WITH WELL-OILED EFFICIENCY. WE HAVE EXCELLENT,
PROFESSIONAL AND HARD WORKING STAFF AND THE CONTINUED IMPROVEMENT
OF OUR FACILITY SEEMS ASSURED.

5. SIGNIFICANTLY OUR FINANCIAL POSITION HAS ALSO IMPROVED DRAMATICALLY IN THE PAST TWO YEARS. OUR DIRECTOR OF FINANCE, JOHN LEUSER, HAS PERFORMED HIS PORTFOLIO WITH DISTINCTION AND OUR FINANCIAL CONDITION IS SOUND. OUR BOTTOM LINE PERFORMANCE FOR 1983 HAS BEEN OUTSTANDING. COUNCIL AND THE TAXPAYERS OF THIS CITY CAN TAKE PRIDE IN OUR FINANCIAL ACHIEVEMENTS. A SAVING OF AT LEAST \$260,000.00 FOR THE TAXPAYERS OF THIS CITY CAN BE ANTICIPATED WHEN ALL THE RETURNS ARE IN FOR 1983.

6. WHILE WE HAVE IN THE RECENT PAST AND WILL IN THE NEAR TERM EMPHASIZE LOCAL AND REGIONAL MARKETING TO ENSURE A RESPONSIBLE FINANCIAL PERFORMANCE, THE BOARD HAS NOW APPROVED A FIVE YEAR MARKETING PLAN THAT WILL GRADUALLY AND CAREFULLY SHIFT OUR PROMOTIONAL ACTIVITY TO THE ATTRACTION OF EXTERNAL CONFERENCE AND CONVENTION CENTRE BUSINESS TO THE CITY SO THAT OUR ORIGINAL MANDATE CAN BE FULFILLED. AS ADDITIONAL FIRST CLASS HOTEL ROOMS COME ON STREAM, THE FACILITY WILL BE ABLE TO ATTRACT TO THE CITY MIDSIZED CONVENTIONS AND CONFERENCES THAT IN TURN WILL INJECT MUCH NEEDED TOURIST DOLLARS INTO OUR BUSINESS COMMUNITY. IN TURN AS MORE EXTERNAL BUSINESS IS ATTRACTED THERE WILL BE LESS EMPHASIS ON LOCAL AND REGIONAL MARKETING CONCERNS.

7. OUR GOAL AT THIS FACILITY HAS BEEN AND WILL CONTINUE TO BE THE SEARCH FOR EXCELLENCE. OUR MANAGEMENT TEAM AND BOARD WILL, I KNOW, AS THE YEARS GO BY ACHIEVE THAT EXCELLENCE, HOWEVER ILLUSIVE, EVER MORE FREQUENTLY. IN ALL THAT WE DO, IT WILL ALWAYS BE OUR GOAL.

8. ON A PERSONAL NOTE, I WISH TO THANK ALL OF OUR BOARD MEMBERS FOR THEIR CONTINUING SUPPORT AND CO-OPERATION AND HARD WORKING COMMITMENT TO THE CONVENTION CENTRE OVER THE PAST TWO YEARS. MUCH HAS BEEN EXPECTED OF ALL BOARD MEMBERS AND THEY HAVE ALWAYS MET THEIR COMMITMENTS TO THE FACILITY AND THEN SOME. THROUGH THE CO-OPERATION AND HARD WORK OF OUR ENTIRE BOARD, WE HAVE ACHIEVED THE GOALS THAT I HAVE ALREADY OUTLINED.

AS I HAVE INDICATED ALREADY, I WILL NOT BE SEEKING RE-APPOINTMENT TO THE BOARD FOR 1984. I WILL HOWEVER CONTINUE TO HAVE A KEEN INTEREST IN THE CONVENTION CENTRE AND I AM CONFIDENT THAT OUR RETURNING BOARD, WITH NEW APPOINTMENTS FROM THE CITY, WILL TOGETHER WITH OUR MANAGEMENT TEAM HEADED BY WILLIAM PENFOLD, CONTINUE TO STRIVE FOR AND ACHIEVE THE HIGH STANDARDS THAT ARE NOW SO WELL ESTABLISHED.

4

TERMS OF REFERENCE

ADMINISTRATION COMMITTEE

PASSED BY THE BOARD OF DIRECTORS OF THE HAMILTON CONVENTION CENTRE
MAY 31, 1982

1. To set personnel procedures and policies, formulate short and long range plans for staffing, evaluation of the staff complement, and monitoring of responsibilities as they relate to the total scope of the staff and facility.
2. To act as liaison between the Centre's legal counsel and the management
3. To monitor the relationship of the Centre's staff with their affiliated City departments
4. To consider the organization chart as it relates to personnel responsibilities
5. To re-evaluate, review, and monitor the various Board and operating policies of the Centre with a view to control and uniformity
6. To provide a written report to the Board of Directors at the monthly meeting of the Board
7. To communicate, when necessary with other Committees of the Board through the Committee Chairman and the General Manager. Communication with the staff, if required, shall be co-ordinated through the General Manager.
8. It is noted that these are initial terms of reference only and will be subject to review as the Committee commences its work.

Part II - Findings

Findings of Fact

On the basis of the evidence presented, the following findings of fact are made:

1. The respondent is a corporation organized under the laws of the State of New York, and has been in existence since the year 1911. It is a corporation organized for the purpose of conducting business, and is not a charitable or educational institution.
2. The respondent is a corporation organized under the laws of the State of New York, and has been in existence since the year 1911. It is a corporation organized for the purpose of conducting business, and is not a charitable or educational institution.
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TERMS OF REFERENCE

OPERATIONS COMMITTEE

PASSED BY THE BOARD OF DIRECTORS OF THE HAMILTON CONVENTION CENTRE
ON JUNE 28, 1982

1. To provide information and knowledge on the operational aspects of the Hamilton Convention Centre.
2. To offer suggestions and proposals for discussion to improve and monitor the operational aspects of the Hamilton Convention Centre.
3. To provide progress reports on expenditure lines as they relate to the operational aspects of the Hamilton Convention Centre.
4. To determine future goals and expectations as they relate to the operational aspects of the Hamilton Convention Centre.
5. It is to be noted that these are initial terms of reference and will be subject to review as the Committee continues its work.

THE UNIVERSITY OF CHICAGO

DEPARTMENT OF CHEMISTRY

REPORT ON THE PROGRESS OF RESEARCH IN THE DEPARTMENT OF CHEMISTRY
FOR THE YEAR 1961

1. The University of Chicago has continued its tradition of excellence in the field of chemistry. The department has been fortunate to have a number of outstanding faculty members who have made significant contributions to the field. The progress of research in the department is summarized in the following report.
2. The major areas of research in the department are listed below. The progress of research in each area is summarized in the following report.
3. The progress of research in the department is summarized in the following report.
4. The progress of research in the department is summarized in the following report.
5. The progress of research in the department is summarized in the following report.

TERMS OF REFERENCE

MARKETING/SALES COMMITTEE

PASSED BY THE BOARD OF DIRECTORS OF THE HAMILTON CONVENTION CENTRE
ON NOVEMBER 1, 1982

- (a) Monitor and evaluate effectiveness of Marketing and Sales efforts in relationship to achieving short and long term goals.
- (b) Review advertising programmes
- (c) Evaluate pricing policies in relationship to market demands and profitability.
- (d) Provide input into the public relations aspect of the facility
- (e) Provide written reports to the Board of Directors at the monthly meeting of the Board
- (f) Establish and review self-sponsored events and functions
- (g) It is noted that these are initial terms of reference only and will be subject to review as the Committee develops.

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF PLANT INDUSTRY
WASHINGTON, D. C.

REPORT OF THE COMMISSIONER OF PLANT INDUSTRY
FOR THE YEAR 1902

- (1) The Commission has been organized at Washington, D. C., and has been working for the past year in the various departments of the Department of Agriculture, and has been in communication with the various State and Federal Departments, and with the various foreign Governments, in order to obtain information regarding the various plant industries of the United States, and to determine the best method of conducting the same.
- (2) The Commission has been organized at Washington, D. C., and has been working for the past year in the various departments of the Department of Agriculture, and has been in communication with the various State and Federal Departments, and with the various foreign Governments, in order to obtain information regarding the various plant industries of the United States, and to determine the best method of conducting the same.
- (3) The Commission has been organized at Washington, D. C., and has been working for the past year in the various departments of the Department of Agriculture, and has been in communication with the various State and Federal Departments, and with the various foreign Governments, in order to obtain information regarding the various plant industries of the United States, and to determine the best method of conducting the same.
- (4) The Commission has been organized at Washington, D. C., and has been working for the past year in the various departments of the Department of Agriculture, and has been in communication with the various State and Federal Departments, and with the various foreign Governments, in order to obtain information regarding the various plant industries of the United States, and to determine the best method of conducting the same.
- (5) The Commission has been organized at Washington, D. C., and has been working for the past year in the various departments of the Department of Agriculture, and has been in communication with the various State and Federal Departments, and with the various foreign Governments, in order to obtain information regarding the various plant industries of the United States, and to determine the best method of conducting the same.
- (6) The Commission has been organized at Washington, D. C., and has been working for the past year in the various departments of the Department of Agriculture, and has been in communication with the various State and Federal Departments, and with the various foreign Governments, in order to obtain information regarding the various plant industries of the United States, and to determine the best method of conducting the same.
- (7) The Commission has been organized at Washington, D. C., and has been working for the past year in the various departments of the Department of Agriculture, and has been in communication with the various State and Federal Departments, and with the various foreign Governments, in order to obtain information regarding the various plant industries of the United States, and to determine the best method of conducting the same.
- (8) The Commission has been organized at Washington, D. C., and has been working for the past year in the various departments of the Department of Agriculture, and has been in communication with the various State and Federal Departments, and with the various foreign Governments, in order to obtain information regarding the various plant industries of the United States, and to determine the best method of conducting the same.
- (9) The Commission has been organized at Washington, D. C., and has been working for the past year in the various departments of the Department of Agriculture, and has been in communication with the various State and Federal Departments, and with the various foreign Governments, in order to obtain information regarding the various plant industries of the United States, and to determine the best method of conducting the same.
- (10) The Commission has been organized at Washington, D. C., and has been working for the past year in the various departments of the Department of Agriculture, and has been in communication with the various State and Federal Departments, and with the various foreign Governments, in order to obtain information regarding the various plant industries of the United States, and to determine the best method of conducting the same.

TERMS OF REFERENCE

AUDIT/FINANCE COMMITTEE

PASSED BY THE BOARD OF DIRECTORS OF THE HAMILTON CONVENTION CENTRE
ON JANUARY 22, 1982

1. To review the financial affairs of the Corporation for the period ending December 31, 1981 and thereafter.
2. To review the annual budget, prepared by the management of the Corporation.
3. To monitor and control the ongoing financial operations of the enterprise, both revenue and expenditure.
4. To generally review the Corporation's financial statements before they are approved by the Board of Directors
5. To consider other matters related to the enterprise's financial affairs, policies and practices as it believes advisable.
6. To be responsible to the Board and the Community for the efficient management of funds.
7. To ensure that accurate financial records are maintained.
8. To act as liaison between the Board and the auditors.

ARTICLE I

SECTION 1

ALL LEGISLATIVE POWERS HEREIN GRANTED SHALL BE VESTED IN A CONGRESS OF THE UNITED STATES OF AMERICA.

SECTION 2

1. The Senate shall consist of two Senators from each State, chosen by the Legislature thereof, for six years; and each Senator shall have one vote.

2. No Senator shall be less than thirty years of age at the time of his election, and shall, when elected, be a seven years resident in the United States.

3. The Senators and Representatives and members of the several State Legislatures, when they meet, shall be free from all State or local taxes, except such as may be imposed on the property of the citizens.

4. The Senators and Representatives shall be elected for two years; but no Representative shall be elected for more than two terms; and no Senator shall be elected for more than two terms.

5. The Senators and Representatives shall be elected for two years; but no Representative shall be elected for more than two terms; and no Senator shall be elected for more than two terms.

6. The Senators and Representatives shall be elected for two years; but no Representative shall be elected for more than two terms; and no Senator shall be elected for more than two terms.

7. The Senators and Representatives shall be elected for two years; but no Representative shall be elected for more than two terms; and no Senator shall be elected for more than two terms.

8. The Senators and Representatives shall be elected for two years; but no Representative shall be elected for more than two terms; and no Senator shall be elected for more than two terms.

ROBERT M. MORROW
MAYOR



DEC 27 1983

1983 December 16

Mr. Wm. Penfold
General Manager
Hamilton Convention
Centre

Dear Bill

5(a)

I would like to take this opportunity of expressing my sincere thanks for the arrangements which were made with Renate Zimmer in connection with the luncheon put on for the Ontario Caucus of Mayors which was held in Hamilton last Friday. The arrangements were superb, the cuisine of very high calibre and the fact that you were able to be present added to the pleasure of the luncheon. I would be remiss if I did not say a special thanks to Diana for operating the movie projector and giving the audience an opportunity to view Hamilton as we see it through the tourist eye.

Once again, thank you very much for all your help.

Jack

J. R. Jones
Executive Assistant

JRJ:rw



THE CORPORATION OF THE CITY OF HAMILTON

City Hall, 71 Main Street West, Hamilton, Ontario L8N 3T4

JAN 17 1984

1984 January 16

19/1
Mr. William Penfold
General Manager
Hamilton Convention Centre
Hamilton, Ontario

5(h)

Dear Bill

Re: Webb McFarland's Retirement Dinner

I wish to take this opportunity to thank you for the service provided for this very successful dinner that was arranged on Webb McFarland's behalf.

Your participation is particularly acknowledged, along with Ms. Robin Laking, who was also very helpful in assisting me and members of my staff in planning this affair. Your Banquet Manager, Mr. Bruce McCready, also provided the necessary security that a Master of Ceremonies requires during the function itself.

Again, many thanks and success for the new year.

Yours very truly

Ed. Matthews
Ed Matthews
Treasurer

ECM/djj

1900-1901

(11)

Mr. William ...
City of Hamilton
Water Works Department

Dear Sir,

Re: Hamilton's Water Works

I wish to take this opportunity to thank you for the service rendered by this very successful company and the assistance in Hamilton's water.

Your participation in Hamilton's water works is very appreciated, and the very helpful in Hamilton's water works. The water works of the city of Hamilton are very successful and the water works of the city of Hamilton are very successful and the water works of the city of Hamilton are very successful.

Again, many thanks and welcome for the new year.

Yours very truly,

W. J. ...
City of Hamilton
Water Works Department

Very truly,



Revenue Canada
Taxation

Revenu Canada
Impôt

January 17 1984

JAN 18 1984

Your file Votre référence

Hamilton Convention Centre
115 King St W
Hamilton Ont
L8P 4T9

Our file Notre référence

Tel 523-2640

57 c)

Attention: Mr. S. Dockman,
Chief of Operations

Dear Sirs:

Fire Emergency - January 12, 1984

I wish to thank you and your staff, particularly Al Smith, for your co-operation and willingness to assist us on the above date.

Fortunately, circumstances did not require the use of your facilities for our staff; however, it is comforting to know that such co-operation is available when the need arises.

On behalf of myself and all employees, thank you for your co-operation.

Yours sincerely,

J. R. Giles,
Director-Taxation
RCR:ld

P O Box 220

150 Main St. West
Hamilton, Ont.
L8N 3E1

150 ouest, rue Main
Hamilton (Ont.)
L8N 3E1



HAMILTON CONVENTION CENTRE

REPORT TO THE BOARD OF DIRECTORS

ON

MEETINGS AND INCENTIVE TRAVEL 7TH ANNUAL INDUSTRY MEETING

DECEMBER 11 - 14, 1983

HULL, QUEBEC

The General Manager travelled to Hull in December to take part in the Meetings and Incentive Travel Industry meeting at the Terrasse de Nations Hotel. The seminars lasted three days and were very useful, covering information regarding convention sales outside Canada, in addition to related subjects.

The seminars opened with a welcome from Mr. Franco Monopoli, the Chairman of the meeting, who is with the Travel Department of the University of Ottawa, and greetings also came from the Mayors of Hull and Ottawa.

The keynote address was given by Mr. Bill Patterson who is with Delta Hotels in the U.S. He praised the Canadian Tourism and Convention Bureaux and the Convention Centres on their welcome of Canadian visitors but was critical of the professional way in which they sell. He mentioned that in their sales pitches, they must definitely stress location which is probably number one with Associations, and there must be something interesting in the area which the Association is visiting. For example, during the Grey Cup in Vancouver in 1983, there were 40 Board meetings held from the U.S. He also mentioned that it is very important that we sell to our own Association people the fact that they live in a destination City, and that we may even have to offer local Associations seed money to get started with their campaigns to attract their National Association to their particular city. (For example, Hamilton.)

A plenary session was then held which was an overview on the future position of Canada in the meetings and incentive travel market. The first speaker was Mr. Mel MacDonald of the Federal Government of Canada who is responsible for "outside Canada" business. His pitch was that Canada had a bad image both in the U.S. and Europe and that the perception of Canada was that it was cold, boring and expensive. To overcome this image, the Canadian Government was



UNITED STATES DEPARTMENT OF AGRICULTURE

REPORT OF THE COMMISSIONER OF AGRICULTURE

1917

THE CANADIAN COMMISSIONERS OF AGRICULTURE

REPORT FOR THE YEAR 1916

GENERAL SUMMARY

The Canadian Commission on Agriculture was organized in 1911 to study the agricultural situation in the Dominion and to report thereon to the Government. The Commission has since that time been actively engaged in its work, and has held numerous public hearings and has received many suggestions from farmers and other interested parties. In addition, it has conducted extensive research into the various phases of agriculture in Canada.

The Commission's first report, published in 1912, dealt with the general situation of agriculture in the Dominion. It was followed by a second report in 1913, which dealt with the specific problems of the various provinces. The Commission's third report, published in 1914, dealt with the question of the Canadian farmer's position in the world market. The Commission's fourth report, published in 1915, dealt with the question of the Canadian farmer's position in the domestic market.

The Commission's fifth report, published in 1916, deals with the question of the Canadian farmer's position in the world market. It is a continuation of the work done in the previous reports, and deals with the various phases of agriculture in Canada. The Commission has held numerous public hearings and has received many suggestions from farmers and other interested parties. In addition, it has conducted extensive research into the various phases of agriculture in Canada. The Commission's fifth report, published in 1916, deals with the question of the Canadian farmer's position in the world market. It is a continuation of the work done in the previous reports, and deals with the various phases of agriculture in Canada. The Commission has held numerous public hearings and has received many suggestions from farmers and other interested parties. In addition, it has conducted extensive research into the various phases of agriculture in Canada.

The Commission's sixth report, published in 1917, deals with the question of the Canadian farmer's position in the world market. It is a continuation of the work done in the previous reports, and deals with the various phases of agriculture in Canada. The Commission has held numerous public hearings and has received many suggestions from farmers and other interested parties. In addition, it has conducted extensive research into the various phases of agriculture in Canada. The Commission's sixth report, published in 1917, deals with the question of the Canadian farmer's position in the world market. It is a continuation of the work done in the previous reports, and deals with the various phases of agriculture in Canada. The Commission has held numerous public hearings and has received many suggestions from farmers and other interested parties. In addition, it has conducted extensive research into the various phases of agriculture in Canada.

providing television advertisements, improving customs procedures and starting a major industrial expansion corporation in an effort to not only change the image, but also to help companies establish in Canada.

Mr. Jean Moreu of the International Congress and Convention Association then spoke regarding his market research of Canada and the convention market. He covered his organization which primarily offers information on any international meeting. He mentioned that in 1972, there were 2,670 international meetings worldwide and by 1982, 4,812 meetings. In 1972, Canada had 73 of these meetings and in 1981, 110. At the present time, Canada's world ranking in international meetings was fifth behind the U.K., the U.S., Germany and Australia. He also mentioned that participation in these meetings is declining because of economic conditions and because of tax rules regarding having meetings outside the country. He again made the point that local groups should be sold on making a bid to their international organizations. He also mentioned, regarding the image of Canada, that Canada is not a convention destination especially in Europe and that to attract people to Canada, we must appeal to the local professional level.

Stephen Powell then covered a seminar on "The Business of Corporate Meetings: How to Penetrate It". His lecture indicated that in the meetings market, the majority of the individuals involved were women under forty, and they would be vice-presidents, managers, and even directors. As well, Public Relations and Personnel Managers would be the decision makers. Corporations usually pay the bill rather than individuals for any seminar on which a company sends its employees and he stressed that cancellations are much more frequent with corporations than associations, and, in dealing with corporations, it is necessary to have a strong cancellation contract. He also mentioned that it is advisable to dedicate one person to a particular corporate meeting and that teleconferencing and computer conferencing would be involved in the future. He stressed that the insurance business is the largest corporate meeting body and that it is resort oriented.

Later in the first afternoon of the convention, the Meetings and Incentive Travel sector meetings were held. The General Manager attended the sector meeting of the Convention Centres of Canada and the topic of discussion was the target markets that the Canadian Convention Centres were aiming at. The emphasis of these markets in the short term was discussed. Percentage of occupancy, sales and promotion, bureau relationship, rate policy and contracts were also covered.

On the second day, there was also a plenary on how to exploit the U.S. association market held by Mr. Bill Taylor of the American Society of Association Executives. He referred to the "Megatrends"

book by John Nesbitt and mentioned that Canada is getting about 3% of the U.S. association business. His plenary talked of the trend that the Canadian Convention Business was following. He talked about the change in North America from an industrial society to an information society and that the global satellite communications had had a lot to do with this trend. He mentioned that this information-based society would be high tech and high touch, and hence, people would be getting together more. There would be more meetings and hence more business for the industry.

The next lecture was a customs update given by Mr. Michael Cota of Canadian Customs and Mr. Alex Carman of Tourism Canada. This was strictly an information lecture on where the new customs regulations stood regarding importing convention materials into Canada. There have been many problems in the past, and it was the job of the Canadian customs organization to straighten out these problems so that conventions could move smoothly into Canada. He mentioned a strong need for both the Convention Centres and the clients to have a broker in the shipping process and that the client would require advice on currency; what Canadians were available in the U.S. for help and that new brochures for exhibitors would be produced in the very near future. Mr. Cota stressed that the Customs Department was moving quickly on the education of customs officers and that a customs college had been established. The aim regarding conventions into Canada was to streamline and reduce paper, educate the officers and distribute information.

After luncheon, the second day, there was another plenary on the clients of the future. Mr. Peter Shure spoke of future trends and stressed that corporations spend more than associations and that the key word for target groups will be "convenience". There also must be competitive air fares, and stressed again that the image of Canada must be changed. He made the point that destination selection preceded hotel selection but that access and things to do at a destination were very important. Mr. Barry Newman, consultant with the U.K. office, said that Europe is waiting for what Canada has to offer, and that there were 350,000,000 people with \$250 billion as a market to tap. In a recent "Canada Calling" in London, there were 100 out of 200 associations who expressed an interest in Canada. Co-incidentally, for Hamilton, Italy is the largest user of incentive travel in the world.

The final seminar was on the Tourism Canada marketing program and was given by Sharon Orr and Bert Seguin of Tourism Canada. Ms. Orr spoke of the U.S. travel market and said that that was Canada's bread and butter; Washington, New York and Chicago particularly were lucrative for Canada and there was \$26 million worth of business there. She also mentioned that there would be \$1,500 given to each City for "Canada Calling" conferences for 1984 which the Hamilton Convention Centre will

The Great Depression was a severe economic downturn that began in 1929 and lasted until the mid-1930s. It was characterized by a sharp decline in economic activity, widespread unemployment, and a loss of confidence in the financial system. The stock market crash of 1929 is often cited as the event that triggered the depression. As the economy collapsed, millions of people lost their jobs and homes, and the government's ability to provide relief was severely limited. The depression had a profound impact on American society, leading to a loss of faith in the government and a desire for change.

The Great Depression was a period of extreme hardship for many Americans. Unemployment reached its peak in 1932, with nearly 25% of the workforce out of work. Many families lost their homes to foreclosure, and millions of people were living in poverty. The government's response to the crisis was limited, and it took several years for the economy to begin to recover. The depression led to a loss of faith in the government and a desire for change, which ultimately resulted in the election of Franklin D. Roosevelt in 1933. Roosevelt's New Deal program aimed to provide relief to the unemployed and stimulate economic growth. The New Deal included a variety of programs, including the Social Security Act, the National Industrial Recovery Act, and the Agricultural Adjustment Act. These programs provided relief to millions of people and helped to stabilize the economy.

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Meetings & Incentive Travel
Hull, Quebec

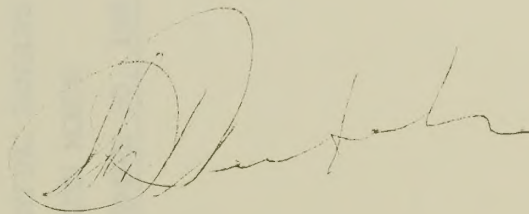
- 4 -

January 26, 1984

take advantage of. Mr. Seguin spoke of the industrial labour development programme which has just been started and the tourism/marketing part of this programme which makes money available for Canadian cities and is administered by the local Federal Offices.

On the third day, the Annual Meeting of the Association was held and a presentation and a reception were also held later in the day.

The General Manager found the seminars both informative and instructive and especially the seminar leaders to be experienced and well-rehearsed. Again, the chance to meet peers, especially in the marketing/sales part of the convention industry, was most productive. Consequently, future annual meetings of this type are looked forward to and it is very strongly recommended that the General Manager attend next year.

A handwritten signature in dark ink, appearing to read 'W. J. Penfold', is written over a faint, circular embossed seal. The signature is fluid and cursive.

William J. Penfold,
General Manager.

WJP:bc

THE UNITED STATES OF AMERICA
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

REPORT OF THE
LAND SURVEYOR
ON THE
LAND SURVEY OF THE
LANDS OF THE
BUREAU OF LAND MANAGEMENT
IN THE
STATE OF ARIZONA

FOR THE
YEAR
1900

The Bureau of Land Management has the honor to acknowledge the receipt of the report of the Land Surveyor on the land survey of the lands of the Bureau of Land Management in the State of Arizona for the year 1900. The report is a valuable contribution to the knowledge of the lands of the Bureau of Land Management in the State of Arizona and is a valuable contribution to the knowledge of the lands of the Bureau of Land Management in the State of Arizona.

Very truly yours,
[Signature]

Director
Bureau of Land Management

1901

7

HAMILTON CONVENTION CENTRE
UNAUDITED OPERATING RESULTS
FOR THE ELEVEN MONTH

PERIOD ENDED NOVEMBER 30, 1983

7

THESE ARE THE
ONLY TWO
REASONS WHY
THEY ARE NOT
THE SAME

I N D E X

OPERATING RESULTS FOR

THE ELEVEN MONTH

PERIOD ENDED NOVEMBER 30, 1983

Introduction

Revenue recap 3301

Rental Revenues 3301 - 10

Food & Beverage Banquets 3301 - 20

Other Revenue 3301 - 30

Expenditures Recap 3321

Administration 3321 - 01

Management Staff Recruitment 3321 - 02

Information Desk 3321 - 06

Financial Expenditures 3321 - 08

Building Maintenance 3321 - 10

Purchasing/Receiving 3321 - 20

Marketing/Sales 3321 - 30

Food & Beverage - Administration 3321 - 50

Food & Beverage - Kitchen 3321 - 52

Food & Beverage - Banquets 3321 - 54

Food & Beverage - Wastage 3321 - 58

Part-Time Labour Utilization Report

Analysis of Food & Beverage Costs

Inventories

Aging of Accounts Receivable

Account Number 3301 indicates Revenues

Account Number 3321 indicates Expenditures

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1940-1941

1942-1943

1944-1945

1946-1947

1948-1949

1950-1951

1952-1953

1954-1955

1956-1957

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2004-2005

2006-2007

2008-2009

2010-2011

HAMILTON CONVENTION CENTRE

UNAUDITED FINANCIAL REPORT FOR THE

ELEVEN MONTH PERIOD ENDED NOVEMBER 30, 1983

Enclosed are the operating results for the month of November and the eleven month period ended November 30, 1983, which indicate a profit (deficit) of approximately \$600 and \$(224,700), respectively.

It should, however, be noted that the Centre's financial results do not reflect any power utility or interest debt charges. This is because these costs are not charged to the Centre by the Corporation of the City of Hamilton.

The Centre's operating deficit of \$224,700 for the eleven month period ended November 30, 1983, is well within its budget apportionment of \$468,245. This is noteworthy since it indicates a budgetary surplus of approximately \$243,545 which represents an increase of \$41,195 over that previously reported for the ten month period ended October 31, 1983. The \$243,545 surplus arose primarily due to the following reductions from budget:

- (1) \$47,759 in part-time labor costs (see page 21 attached);
- (2) \$22,987 in food and beverage costs (see page 22 attached);
- (3) \$49,984 in salary and benefit costs (net of gratuity recoveries);
- (4) \$19,843 in repairs and maintenance charges controlled by the City architect's department;
- (5) \$5,109 in advertising and promotion costs;
- (6) \$1,965 in banquet operating supplies; and
- (7) \$4,221 in legal fees.

Furthermore, it should be noted that the profit margin earned on revenues of \$131,432 in excess of budget also contributed to the \$243,545 surplus.

con't.....

1. The first of these is the fact that the population of the United States is increasing at a rapid rate. This is due to a number of factors, including a high birth rate, a low death rate, and a large influx of immigrants.

2. The second factor is the fact that the population is becoming more urbanized. This is due to the fact that people are moving from rural areas to cities in search of better living conditions and economic opportunities.

3. The third factor is the fact that the population is becoming more educated. This is due to the fact that more people are attending school and obtaining higher levels of education.

4. The fourth factor is the fact that the population is becoming more diverse. This is due to the fact that people from different ethnic backgrounds are moving to the United States and contributing to the cultural richness of the country.

5. The fifth factor is the fact that the population is becoming more mobile. This is due to the fact that people are moving from one part of the country to another in search of better job opportunities and living conditions.

6. The sixth factor is the fact that the population is becoming more affluent. This is due to the fact that the standard of living in the United States is high, and people have access to a wide range of goods and services.

7. The seventh factor is the fact that the population is becoming more health conscious. This is due to the fact that people are becoming more aware of the importance of maintaining good health and are taking steps to prevent disease and promote well-being.

8. The eighth factor is the fact that the population is becoming more environmentally conscious. This is due to the fact that people are becoming more aware of the impact of human activities on the environment and are taking steps to protect natural resources.

9. The ninth factor is the fact that the population is becoming more technologically advanced. This is due to the fact that people are becoming more familiar with and dependent on modern technology, which is changing the way they live and work.

10. The tenth factor is the fact that the population is becoming more socially conscious. This is due to the fact that people are becoming more aware of social issues and are taking steps to address them, such as supporting social justice movements and participating in community service.

11. The eleventh factor is the fact that the population is becoming more globally minded. This is due to the fact that people are becoming more aware of the interconnectedness of the world and are taking steps to promote international understanding and cooperation.

12. The twelfth factor is the fact that the population is becoming more individualistic. This is due to the fact that people are becoming more focused on their own needs and desires, and are less likely to conform to traditional social norms.

13. The thirteenth factor is the fact that the population is becoming more diverse in terms of religion and beliefs. This is due to the fact that people are becoming more open to different faiths and worldviews, and are less likely to adhere to a single religious tradition.

14. The fourteenth factor is the fact that the population is becoming more health conscious. This is due to the fact that people are becoming more aware of the importance of maintaining good health and are taking steps to prevent disease and promote well-being.

15. The fifteenth factor is the fact that the population is becoming more environmentally conscious. This is due to the fact that people are becoming more aware of the impact of human activities on the environment and are taking steps to protect natural resources.

16. The sixteenth factor is the fact that the population is becoming more technologically advanced. This is due to the fact that people are becoming more familiar with and dependent on modern technology, which is changing the way they live and work.

17. The seventeenth factor is the fact that the population is becoming more socially conscious. This is due to the fact that people are becoming more aware of social issues and are taking steps to address them, such as supporting social justice movements and participating in community service.

18. The eighteenth factor is the fact that the population is becoming more globally minded. This is due to the fact that people are becoming more aware of the interconnectedness of the world and are taking steps to promote international understanding and cooperation.

19. The nineteenth factor is the fact that the population is becoming more individualistic. This is due to the fact that people are becoming more focused on their own needs and desires, and are less likely to conform to traditional social norms.

20. The twentieth factor is the fact that the population is becoming more diverse in terms of religion and beliefs. This is due to the fact that people are becoming more open to different faiths and worldviews, and are less likely to adhere to a single religious tradition.

21. The twenty-first factor is the fact that the population is becoming more health conscious. This is due to the fact that people are becoming more aware of the importance of maintaining good health and are taking steps to prevent disease and promote well-being.

22. The twenty-second factor is the fact that the population is becoming more environmentally conscious. This is due to the fact that people are becoming more aware of the impact of human activities on the environment and are taking steps to protect natural resources.

23. The twenty-third factor is the fact that the population is becoming more technologically advanced. This is due to the fact that people are becoming more familiar with and dependent on modern technology, which is changing the way they live and work.

24. The twenty-fourth factor is the fact that the population is becoming more socially conscious. This is due to the fact that people are becoming more aware of social issues and are taking steps to address them, such as supporting social justice movements and participating in community service.

REVENUES

Revenues for the eleven month period ended November 30, 1983 are \$131,432 or 10.5% above budget. In comparison with 1982 actual revenues, current 1983 revenues are \$62,593 or 4.7% higher.

A COMPARISON OF THE ELEVEN

MONTH ACTUAL DEFICIT FOR

1983 WITH THAT INCURRED FOR 1982

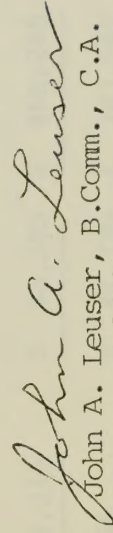
The eleven month actual deficit of \$224,700 for 1983 compares very favorably with the \$314,431 deficit for 1982 due largely to the following reductions from 1982 actual:

- (1) \$85,417 in advertising, promotion and travelling (marketing department) costs; and
- (2) \$35,074 in security and janitorial costs.

However, partially offsetting the above reductions is a \$23,343 increase in professional fees for 1983 due primarily to the litigation.

If you have any questions, please contact either Mr. William Penfold, the General Manager or myself.

Yours very truly,


John A. Leuser, B.Comm., C.A.
Director of Finance
December 21, 1983

Received of the
Hon. Secy. of the Navy
\$100.00
for the use of the
Navy

John D. Smith

On this day, the 10th of June, 1900, I have received of the Hon. Secy. of the Navy the sum of \$100.00 for the use of the Navy.

I have also received of the Hon. Secy. of the Navy the sum of \$100.00 for the use of the Navy.

John D. Smith

John D. Smith

John D. Smith

On this day, the 10th of June, 1900, I have received of the Hon. Secy. of the Navy the sum of \$100.00 for the use of the Navy.

John D. Smith

HAMILTON CONVENTION CENTRE

Account Number 3301 indicates Revenue detail

Account Number 3321 indicates Expense detail

Actual Operating Results For The Eleven Month Period Ended November 30, 1982	Description	Budgeted Operating Results For		Actual Operating Results For		Percentage Of Total 1983 Annual Budget Spent Or Achieved
		The Year Ended December 31, 1983	The Eleven Month Period Ended November 30, 1983	The Month Of November, 1983	The Eleven Month Period Ended November 30, 1983	
	<u>Revenue:</u>					
\$ 293,654	Rentals, etc, 3301-10	\$ 271,900	\$ 261,900	\$ 38,946	\$ 289,276	106.4%
949,344	F & B Banquets, etc. 3301-20	1,052,000	923,500	131,836	1,027,055	97.6%
81,341	Other Operating Revenue 3301-30	76,100	70,100	8,654	70,601	92.8%
\$1,324,339	Revenue from Operations	\$1,400,000	\$1,255,500	\$ 179,436	\$1,386,932	99.1%
1,638,770	Less Total Expenditures as shown on page 6.	1,928,550	1,723,745	178,836	1,611,632	83.6%
\$ 314,431	Excess of Expenditures Over Revenue From Operations	\$ 528,550	\$ 468,245	\$ (600)	\$ 224,700	42.5%
	Contribution From the City of Hamilton 3301-02	528,550	\$ 468,245	\$ 40,595	\$ 468,245	88.6%
	Budgetary Surplus	NIL	NIL	\$ 41,195	\$ 243,545	

Note: It should be noted that:

- (1) The operating statements have been prepared on the accrual basis of accounting; and
- (2) No provision for other than legal and audit fees has been made in the operating statement in respect of the litigation.

Actual Operating Results For The Eleven Month Period Ended November 30, 1982		Budgeted Operating Results For		Actual Operating Results For		Percentage Of Total 1983 Annual Budget Spent Or Achieved
Description		The Year Ended December 31, 1983	The Eleven Month Period Ended November 30, 1983	The Month Of November, 1983	The Eleven Month Period Ended November 30, 1983	
\$ 293,654	Rentals - 3301 - 10 -	\$271,900	\$ 261,900	\$ 38,946	\$ 289,276	106.4%
\$ 107,941	Wentworth Exhibition Hall - 10	\$ 95,000		\$ 14,730	93,632	98.6%
2,250	Display Windows - 11	\$ 2,000		725	5,675	283.8%
35,793	Albion Room - 20	35,800		1,605	22,769	63.6%
1,531	Meeting Room No. 201 - 21	1,700		173	1,323	77.8%
7,973	Meeting Room No. 202 - 22	8,000		960	5,118	64.0%
4,707	Meeting Room No. 203 - 23	5,000		284	3,326	66.5%
900	Meeting Room No. 204 - 24	1,300		-	1,007	77.5%
3,138	Meeting Room No. 205 - 25	3,000		488	3,134	104.5%
7,238	Meeting Room No. 206 - 26	7,500		1,606	7,845	104.6%
86,548	Chedoke Banquet Hall - 30	80,000		12,239	104,566	130.7%
24,746	Webster Room - 31	21,500		3,563	29,141	135.5%
8,077	Meeting Room No. 314 - 32	8,000		1,295	6,525	81.6%
1,100	Hamilton Convention & Show Services - 40	1,200		100	1,100	91.7%
750	Grand Piano Rental - 55	400		160	820	205.0%
962	Rental of Tables, Chairs, Etc. - 60	1,500		1,018	3,295	219.7%

Actual Operating Results For The Eleven Month Period Ended November 30, 1982	Description	Budgeted Operating Results For		Actual Operating Results For		Percentage Of Total 1983 Annual Budget Spent Or Achieved
		The Year Ended December 31, 1983	The Eleven Month Period Ended November 30, 1983	The Month Of November, 1983	The Eleven Month Period Ended November 30, 1983	
\$ 949,344	Food & Beverage Sales - Banquet - 3301 - 20 -	\$ 1,052,000	\$ 923,500	\$ 131,836	\$ 1,027,055	<u>97.6%</u>
\$ 609,861	Food - 10	\$ 675,000		\$ 80,117	\$ 680,841	100.9%
37,337	Coffee, Juice (non-bar) Soft Drinks - 15	45,000	\$ 638,000	5,409	36,428	81.0%
113,934	Liquor - 35	120,000		19,720	140,348	117.0%
80,019	Beer - 40	90,000		9,259	68,435	76.0%
97,618	Wine - 45	107,000	285,500	16,420	89,483	83.6%
10,575	Soft Drinks (bar) and Fruit Punch - 50	15,000		911	11,520	76.8%

Actual Operating Results For The Eleven Month Period Ended November 30, 1982		Budgeted Operating Results For The Year Ended December 31, 1983		Actual Operating Results For The Eleven Month Period Ended November, 1983		The Eleven Month Period Ended November 30, 1983		Percentage Of Total 1983 Annual Budget Spent Or Achieved	
Description									
Other Operating Revenue - 3301 - 30 -		\$ 76,100		\$ 70,100		\$ 8,654		\$ 70,601	92.8%
Corrections To Prior Year Revenues - 12		\$ -		\$ -		\$ -		-	%
38,048	Audio-Visual Electrical, Lighting, & Operating Equipment Recoveries - 50	38,700		3,727		34,827		90.0%	
202	Staff Time Recoveries - Bartenders - 60	300		12		333		111.0%	
995	Staff Time Recoveries - Wait Staff - 61	1,200		7		143		11.9%	
8,229	Staff Time Recoveries - Cashiers - 62	9,000		1,910		7,695		95.5%	
9,958	Staff Time Recoveries - Security - 63	10,000		1,482		9,310		93.1%	
1,947	Staff Time Recoveries - Porters - 64	1,800		14		3,056		169.8%	
1,900	Staff Time Recoveries - Janitors - 67	2,500		21		5,175		207.0%	
324	Staff Time Recoveries - Elevator Operator - 68	400		(1)		373		93.3%	
108	Corkage Recoveries - 70	200		-		-		-	%

Actual Operating Results For The Eleven Month Period Ended November 30, 1982	Budgeted Operating Results For		Actual Operating Results For		Percentage Of Total 1983 Annual Budget Spent Or Achieved
	The Year Ended December 31, 1983	The Eleven Month Period Ended November 30, 1983	The Month Of November, 1983	The Eleven Month Period Ended November 30, 1983	
Description					
Ticket Sales - Amateur Sport Dinner Theatre and Other - 89	\$ -		\$ -	\$ 768	- %
Settlement of Events Clearing - 90	-		-	(768)	- %
Cigarette Sales - 92	4,000		688	2,774	69.4%
Bell Canada Commission - 93	400		44	223	55.8%
Retail Sales Tax Compensation - 96	-		184	1,538	- %
Sale of Hamilton Games - 97	-		-	-	- %
Miscellaneous Recoveries - 99	7,600		566	5,154	67.8%

Actual Operating Results For The Eleven Month Period Ended November 30, 1982		Budgeted Operating Results For		Actual Operating Results For		Percentage Of Total 1983 Annual Budget Spent Or Achieved
Description		The Year Ended December 31, 1983		The Eleven Month Period Ended November 30, 1983		
EXPENDITURES - 3321 -						
\$ 237,997	Administration - 01	\$ 360,630	\$ 333,100	\$ 23,731	\$ 306,716	85.1%
943	Management Staff Recruitment - 02	2,050	2,050	-	2,041	99.6%
20,351	Information Desk & Smoke Shop - 06	20,830	18,413	2,672	13,055	62.7%
6,257	Financial Expenditures - 08	20,300	16,455	1,384	13,983	68.9%
307,562	Building Maintenance - 10	351,480	312,433	24,383	273,996	78.0%
26,104	Purchasing/Receiving - 20	34,820	31,721	2,874	27,393	78.7%
198,531	Marketing & Sales Promotion - 30	137,770	116,029	9,270	106,099	77.0%
102,001	F & B Administration - 50	89,710	83,199	6,554	78,655	87.7%
361,245	F & B Kitchen - 52	423,220	378,628	49,388	379,031	89.6%
377,322	F & B Banquet - 54	487,740	431,717	58,497	410,149	84.1%
457	F & B Wastage - 58	-	-	83	514	- %
\$1,638,770		\$ 1,928,550	\$1,723,745	\$ 178,836	\$1,611,632	83.6%

Budgeted
Operating Results For

Actual
Operating Results For

Actual
Operating
Results
For The
Eleven Month
Period Ended
November 30,
1982

Description	The Year Ended December 31, 1983	The Eleven Month Period Ended November 30, 1983	The Month Of November, 1983	The Eleven Month Period Ended November 30, 1983	Percentage Of Total 1983 Annual Budget Spent Or Achieved
\$ 237,997	\$ 360,630	\$ 333,100	\$ 23,731	\$ 306,716	85.1%
Administration 3321 - 01 -					
Salaries & Wages - 01	\$ 198,900	\$ 182,319	\$ 16,799	\$ 170,779	85.9%
Temporary Help - Office - 02	500	500	-	-	- %
Long Term Disability - 04	1,800	1,650	242	1,216	67.6%
Pensions - 05	14,460	13,280	973	11,099	76.8%
Unemployment Insurance - 07	4,540	4,140	315	3,150	69.4%
Medical & Hospital - 08	8,840	8,070	732	7,179	81.2%
Group Life Insurance - 10	3,000	2,632	167	1,648	54.9%
Telephones & Telegrams - 11	18,000	16,362	1,587	16,003	88.9%
Postage - 16	2,400	2,225	377	2,017	84.0%
Office Supplies & Stationery - 21	7,100	6,600	(792)	5,795	81.6%
Compensation to Client/Guest For Lost Items, Cleaning, etc. - 25	-	-	17	77	- %
Rental To Hamilton Place In Order To Re-Schedule - 28	-	-	-	-	- %
Repairs & Maintenance - Office Equipment - 31	1,000	910	282	498	49.8%
Licences and Permits - 43	500	455	-	190	38.0%
Bank Charges - 44	100	100	74	71	71.0%
(41)					

Actual
Operating Results For

Page 8.

Budgeted
Operating Results For

Actual
Operating Results For

Actual
Operating
Results
For The
Eleven Month
Period Ended
November 30,
1982

The
Year
Ended
December 31,
1983

The Eleven
Month
Period Ended
November 30,
1983

The
Month
Of
November,
1983

The Eleven
Month
Period Ended
November 30,
1983

Percentage
Of Total
1983 Annual
Budget Spent
Or Achieved

Description

Management Staff Recruitment
3321 - 02 -

99.6%

Recruiting Costs - 12

99.6%

Consultant's Fees - 60

- %

Relocation Cost - Staff - 96

- %

Actual Operating Results For The Eleven Month Period Ended November 30, 1982		Budgeted Operating Results For		Actual Operating Results For		Percentage Of Total 1983 Annual Budget Spent Or Achieved
<u>Description</u>		The Year Ended December 31, 1983	The Eleven Month Period Ended November 30, 1983	The Month Of November, 1983	The Eleven Month Period Ended November 30, 1983	
<u>\$ 20,351</u>	Information Desk & Smoke Shop - 3321 - 06 -	<u>\$ 20,830</u>	<u>\$ 18,413</u>	<u>\$ 2,672</u>	<u>\$ 13,055</u>	<u>62.7%</u>
\$ 13,747	Temporary Help - 02	\$ 16,200	\$ 14,268	\$ 2,036	\$ 10,067	62.1%
259	Pensions - 05	420	368	14	114	27.1%
376	Unemployment Insurance - 07	560	490	31	262	46.8%
5,591	Tobacco Supplies - 23	3,000	2,691	537	2,019	67.3%
378	Cigarette Machine Rental - 87	650	596	54	593	91.2%

Budgeted
Operating Results For

Actual
Operating Results For

Actual
Operating
Results
For The
Eleven Month
Period Ended
November 30,
1982

The
Year
Ended
December 31,
1983

The Eleven
Month
Period Ended
November 30,
1983

The Eleven
Month
Period Ended
November 30,
1983

Percentage
Of Total
1983 Annual
Budget Spent
Or Achieved

Description

Financial Expenditures

\$ 6,257

\$ 20,300

\$ 16,455

\$ 1,384

\$ 13,983

68.9%

\$ 27

Credit Bureau Charges - 47

\$ 100

\$ 92

\$ 4

\$ 29

29.0%

43

Provision for Collection
Fees - 48

200

183

-

-

- %

5,400

Provision For Bad Debts - 49

6,000

5,000

(3,000)

2,000

33.3%

-

Replacement - China - 71

2,000

1,810

352

1,955

97.8%

27

Replacement - Glassware - 72

7,000

4,820

2,553

6,663

95.2%

(839)

Replacement - Silver - 73

1,000

910

-

990

99.0%

1,286

Replacement - Linen - 74

4,000

3,640

1,475

2,346

58.7%

-

Replacement - Furniture - 75

-

-

-

-

- %

-

Replacement - Interior
Decorations - 76

-

-

-

-

- %

313

Replacement - Kitchenware - 77

-

-

-

-

- %

Actual Operating Results For The Eleven Month Period Ended November 30, 1982		Budgeted Operating Results For		Actual Operating Results For		Percentage Of Total 1983 Annual Budget Spent Or Achieved
Description		The Year Ended December 31, 1983	The Eleven Month Period Ended November 30, 1983	The Month Of November, 1983	The Eleven Month Period Ended November 30, 1983	
\$ 307,562	Building Maintenance - 3321 - 10 -	\$ 351,480	\$ 312,433	\$ 24,383	\$ 273,996	78.0%
\$ 17,943	Salaries & Wages - 01	\$ 18,430	\$ 16,819	\$ 1,531	\$ 16,314	88.5%
3,174	Temporary Help - 02	12,000	10,742	-	465	3.9%
136	Long Term Disability Premium - 04	190	174	23	105	55.3%
1,255	Pensions - 05	1,680	1,535	113	1,164	69.3%
344	Unemployment Insurance - 07	1,070	955	47	498	46.5%
736	Medical & Hospital - 08	1,470	1,338	110	1,199	81.6%
150	Group Life Insurance - 10	210	200	14	147	70.0%
4,950	Water Rates and Sewer Surcharge - 13	6,000	5,500	500	5,500	91.7%
2,226	Garbage Disposal - 19	1,500	1,275	200	1,213	80.9%
1,947	Decorations - 21	1,000	1,000	594	767	76.7%
1,397	Cleaning & Washroom Supplies - 22	5,150	4,716	518	3,885	75.4%
1,097	Operating Supplies - 23	1,200	916	2	983	81.9%
71,500	Repairs & Maintenance - Engineering (0333-0999) Responsibilities - 31	113,380	102,343	5,075	82,500	72.8%
18,132	Repairs & Maintenance - Building - 33	26,600	18,501	680	16,762	63.0%

Budgeted Actual
Operating Results For Operating Results For

Actual Operating Results For The Eleven Month Period Ended November 30, 1982	The Year Ended December 31, 1983	The Eleven Month Period Ended November 30, 1983	The Month Of November, 1983	The Eleven Month Period Ended November 30, 1983	Percentage Of Total 1983 Annual Budget Spent Or Achieved
Description					
Insurance - Fire and Liability - 42	\$ 32,000	\$ 29,335	\$ 2,355	\$ 25,898	80.9%
Contractual Services - Janitorial - 57	45,000	40,250	5,398	40,338	89.6%
Contractual Services - Security - 58	68,000	62,250	5,551	61,915	91.1%
Contractual Services - Various - 60	7,500	6,600	482	6,603	88.0%
Security - Recoverable From Events - 61	8,000	7,000	1,190	7,450	93.1%
Small Tools - 73	800	734	-	290	36.3%
Furnishings & Decorations - 74	-	-	-	-	- %
Rental - Maintenance Equipment - 88	300	250	-	-	- %

Actual Operating Results For The Eleven Month Period Ended November 30, 1982		Budgeted Operating Results For The Year Ended December 31, 1983		Actual Operating Results For The Eleven Month Period Ended November 30, 1983		Actual Operating Results For The Eleven Month Period Ended November, 1983		Percentage Of Total 1983 Annual Budget Spent Or Achieved			
Description		\$ 34,820		\$ 31,721		\$ 2,874		\$ 27,393		78.7%	
Purchasing/Receiving - 3321 - 20 -											
\$ 15,981	Salaries and Wages - 01	\$ 19,800	\$ 18,125	\$ 1,675	\$ 18,124	91.5%					
5,838	Temporary Help - 02	10,000	8,954	840	5,467	54.7%					
133	Long Term Disability Premium - 04	190	174	26	163	85.8%					
1,301	Pensions - 05	1,650	1,520	130	1,399	84.8%					
482	Unemployment Insurance - 07	1,000	915	62	702	70.2%					
1,053	Medical and Hospital - 08	1,470	1,337	110	1,199	81.6%					
143	Group Life Insurance - 10	210	200	16	155	73.8%					
1,173	Operating Supplies - 23	500	496	15	184	36.8%					

Actual Operating Results For The Eleven Month Period Ended November 30, 1982	Budgeted Operating Results For		Actual Operating Results For		Percentage Of Total 1983 Annual Budget Spent Or Achieved
	The Year Ended December 31, 1983	The Eleven Month Period Ended November 30, 1983	The Month Of November, 1983	The Eleven Month Period Ended November 30, 1983	
	<u>\$ 137,770</u>	<u>\$ 116,029</u>	<u>\$ 9,270</u>	<u>\$ 106,099</u>	<u>77.0%</u>
Marketing and Sales Promotion 3321 - 30 -	\$ 65,200	\$ 59,378	\$ 5,451	\$ 58,537	89.8%
Salaries & Wages - 01					
Long Term Disability Premium - 04	700	639	46	288	41.1%
Pensions - 05	5,100	4,650	423	4,184	82.0%
Unemployment Insurance - 07	1,940	1,770	137	1,372	70.7%
Medical and Hospital - 08	3,200	2,907	366	2,289	71.5%
Group Life Insurance - 10	950	859	49	341	35.9%
Advertising and Promotion - 12	50,000	36,405	1,653	31,296	62.6%
Office Supplies - 21	1,500	1,360	599	1,397	93.1%
Entertainment Expense - Sales Manager - 61	1,500	1,375	27	737	49.1%
Entertainment Expense - Sales Rep. - 63 (1982 - Dir. of Marketing)	1,000	850	13	64	6.4%
Travelling - 91	4,000	3,416	496	3,053	76.3%
Car Allowance - 92	1,000	1,000	-	1,000	- %
Memberships & Subscriptions - 93	1,680	1,420	10	1,541	91.7%
<u>\$ 198,531</u>					
\$ 63,595					
425					
4,558					
792					
2,249					
677					
111,476					
548					
186					
1,087					
8,290					
4,000					
648					

Budgeted
Operating Results For

Actual
Operating Results For

Actual
Operating
Results
For The
Eleven Month
Period Ended
November 30,
1982

The
Year
Ended
December 31,
1983

The Eleven
Month
Period Ended
November 30,
1983

The
Month
Of
November,
1983

The Eleven
Month
Period Ended
November 30,
1983

Percentage
Of Total
1983 Annual
Budget Spent
Or Achieved

<u>Description</u>		<u>\$ 89,710</u>	<u>\$ 83,199</u>	<u>\$ 6,554</u>	<u>\$ 78,655</u>	<u>87.7%</u>
Food and Beverage - Administration & Client Services						
3321 - 50 -						
	Salaries and Wages - 01	\$ 74,650	\$ 69,137	\$ 5,484	\$ 68,684	92.0%
	Gratuity Recoveries on Salaries - 02	(10,370)	(9,104)	(1,215)	(10,415)	100.4%
	Long Term Disability Premium - 04	850	779	85	602	70.8%
	Pensions - 05	5,670	5,199	334	5,263	92.8%
	Workmen's Compensation - 06	6,000	5,300	234	4,535	75.6%
	Unemployment Insurance - 07	1,940	1,775	138	1,491	76.9%
	Medical and Hospital - 08	3,000	2,725	140	1,913	63.8%
	Group Life Insurance - 10	990	899	49	566	57.2%
	Office Supplies and Printing (Menus and Tickets) - 21	6,000	5,575	1,295	5,590	93.2%
	Laundry and Rental - 27	-	-	-	-	- %
	Entertainment Expense - Catering/Client Services - Manager - 60	600	550	10	236	39.3%
	Entertainment Expense- Catering/Client Services Rep. (1982-Dir. of Catering) - 61	200	184	-	45	22.5%
	Travelling - 91	-	-	-	-	- %
	Memberships and Subscriptions - 93	180	180	-	145	80.6%

Actual Operating Results For The Eleven Month Period Ended November 30, 1982	Budgeted Operating Results For		Actual Operating Results For		Percentage Of Total 1983 Annual Budget Spent Or Achieved
	The Year Ended December 31, 1983	The Eleven Month Period Ended November 30, 1983	The Month Of November, 1983	The Eleven Month Period Ended November 30, 1983	
	Description				
\$ 361,245	Food and Beverage - Kitchen 3321 - 52 -	\$ 423,220	\$ 378,628	\$ 379,031	89.6%
\$ 78,367	Salaries and Wages - 01	\$ 100,810	\$ 91,726	\$ 87,064	94.9%
12,744	Gratuity Recovery on Salaries - 02	(20,740)	(18,208)	(20,831)	100.4%
667	Temporary Help - Cooks and Kitchen - 03	13,680	12,122	13,475	98.5%
6,591	Long Term Disability Premium - 04	1,050	961	648	61.7%
1,912	Pensions - 05	8,260	7,505	6,557	79.4%
3,606	Unemployment Insurance - 07	4,160	3,792	2,834	68.1%
27,222	Medical and Hospital - 08	5,100	4,606	4,254	83.4%
619	Temporary Help - Stewarding - 09	34,720	30,478	27,350	78.8%
12,451	Group Life Insurance - 10	980	886	613	62.6%
2,207	Cleaning and Operating Supplies - 23	14,000	12,760	13,460	96.1%
214,859	Repairs & Maintenance - Kitchen Equipment - 32	9,000	8,550	7,891	87.7%
-	Food Cost - 64	252,000	223,300	235,710	93.5%
-	Rental - Operating Equipment - 88	200	150	6	3.0%

Budgeted
Operating Results For

Actual
Operating Results For

Actual
Operating
Results
For The
Eleven Month
Period Ended
November 30,
1982

The
Year
Ended
December 31,
1983

The Eleven
Month
Period Ended
November 30,
1983

The
Month
Of
November,
1983

The Eleven
Month
Period Ended
November 30,
1983

Percentage
Of Total
1983 Annual
Budget Spent
Or Achieved

Description

\$ 377,322	Food and Beverage - Banquet 3321 - 54 -	\$ 487,740	\$ 431,717	\$ 58,497	\$ 410,149	84.1%
\$ 25,753	Salaries and Wages - 01	\$ 90,310	\$ 81,657	\$ 7,565	\$ 74,120	82.1%
	Gratuity Recovery on Salaries - 02	(20,740)	(18,208)	(2,430)	(20,831)	100.4%
22,951	Temporary Help - Cashiers - 03	26,890	23,605	4,503	20,106	74.8%
128	Long Term Disability Premium - 04	900	818	104	377	41.9%
4,143	Pensions - 05	9,560	8,680	879	7,940	83.1%
66,266	Temporary Help - Service Staff - 06	77,250	67,836	9,106	67,005	86.7%
2,918	Unemployment Insurance - 07	7,600	6,890	951	6,352	83.6%
1,792	Medical and Hospital - 08	5,100	4,540	332	2,888	56.6%
60,026	Temporary Help - Porter Staff - 09	70,550	63,168	9,277	64,820	91.9%
159	Group Life Insurance - 10	800	727	75	526	65.8%
50	Contractual Services - Entertainment - 19	-	-	-	-	- %
13,751	Operating Supplies - 23	21,000	19,225	2,999	17,260	82.2%
4,080	Meeting Room Supplies - 24	6,000	5,342	3,099	5,804	96.7%
	Uniforms, Clothing and Laundry - 27	16,000	14,200	1,778	14,224	88.9%
29,556	Linen Cleaning - 28	20,500	18,200	2,747	18,299	89.3%

Actual Operating Results For The Eleven Month Period Ended November 30, 1982	<u>Budgeted Operating Results For</u>		<u>Actual Operating Results For</u>		Percentage Of Total 1983 Annual Budget Spent Or Achieved
	<u>The Year Ended December 31, 1983</u>	<u>The Eleven Month Period Ended November 30, 1983</u>	<u>The Month Of November, 1983</u>	<u>The Eleven Month Period Ended November 30, 1983</u>	
<u>Description</u>					
\$ 97	Repairs to banquet & meeting room equipment - 32	\$ 2,500	\$ 34	\$ 1,115	44.6%
104,575	Beverage Costs - 65	119,520	14,691	103,356	86.5%
41,077	Rental - Operating Equipment - 88	34,000	2,787	26,788	78.8%

HAMILTON CONVENTION CENTRE
PART-TIME LABOUR UTILIZATION
REPORT FOR THE PERIOD OF

JANUARY 1, 1983 TO NOVEMBER 30, 1983

Part-time Staff	Actual		Budget Based On		Over (under)
	Amount (including 4% Vacation pay accrued) Net Of Recoveries	%	Actual Revenues Achieved	%	
Cashiers	\$ 12,411	1.2% (1)	\$ 17,460	1.7%	\$ (5,049)
Cooks & Kitchen	13,475	1.9% (2)	13,628	1.9%	(153)
Stewarding	27,350	2.7% (1)	33,892	3.3%	(6,542)
Service	66,529	6.5% (1)	73,948	7.2%	(7,419)
Porter	61,764	4.7% (3)	68,449	5.2%	(6,685)
Information Desk	10,067	0.76% (3)	16,059	1.22%	(5,992)
Maintenance Help	465	0.04% (3)	11,847	0.9%	(11,382)
Storeman	5,467	0.42% (3)	10,004	0.76%	(4,537)
	<u>\$197,528</u>		<u>\$245,287</u>		<u>\$ (47,759)</u>

(1) As a % of total food and beverage revenue.

(2) As a % of total food revenue.

(3) As a % of total food, beverage and rental revenue.

COMMENTS BY THE DIRECTOR OF FINANCE:

It should be noted that during the month of November, 1983 the Centre was under-budget in respect of part-time labour to the extent of only \$479.00.

HAMILTON CONVENTION CENTRE
ANALYSIS OF FOOD AND BEVERAGE COSTS FOR
THE PERIOD OF JANUARY 1st, 1983 TO NOVEMBER 30, 1983

<u>Item</u>	<u>Actual</u>		<u>Budget</u>		<u>Over (under) Budget</u>
	<u>Amount</u>	<u>%</u>	<u>Amount</u>	<u>%</u>	
Food Costs	\$235,710	32.9%	\$ 251,044	35.0%	\$ (15,334)
Beverage Costs	<u>103,870</u>	33.5%	<u>111,523</u>	36.0%	<u>(7,653)</u>
	<u>\$339,580</u>		<u>\$ 362,567</u>		<u>\$ (22,987)</u>

COMMENTS BY THE DIRECTOR OF FINANCE:

For the month of November, 1983, the Centre realized food and beverage cost percentages of 38.8% and 31.7%, respectively. This resulted in November being over-budget by \$1,320. in respect of total food and beverage costs.

HAMILTON CONVENTION CENTRE
A COMPARISON OF INVENTORIES

AT NOVEMBER 30, 1983

WITH THAT AT

SEPT 30, 1983, JUNE 30, 1983,

MARCH 31, 1983 AND DEC. 31, 1982

<u>Type of Inventory</u>	<u>November 30, 1983</u>	<u>September 30, 1983</u>	<u>June 30, 1983</u>	<u>March 31, 1983</u>	<u>December 31, 1982</u>
Liquor/Wine/Beer	\$ 26,613.22	\$ 50,116.16	\$ 28,039.73	\$ 32,127.88	\$ 32,282.20
Food	31,685.30	29,919.19	19,323.59	23,250.66	23,736.45
Tobacco	467.39	485.79	312.36	459.29	386.58
Dry Goods	10,664.83	11,089.74	8,762.31	10,933.32	12,307.84
Pop Cannisters	<u>4,527.00</u>	<u>4,446.00</u>	<u>3,540.00</u>	<u>4,538.00</u>	<u>4,400.00</u>
	<u>\$ 73,957.74</u>	<u>\$ 96,056.88</u>	<u>\$ 59,977.99</u>	<u>\$ 71,309.15</u>	<u>\$ 73,113.07</u>

HAMILTON CONVENTION CENTRE
AGING OF ACCOUNTS RECEIVABLE
AS AT NOVEMBER 30, 1983

Total Accounts Receivable	30 Days Or Less	31 To 60 Days	61 To 90 Days	Over 90 Days
\$ 72,895	\$ 69,129 (1)	\$ 2,858 (2)	\$ 815 (3)	\$ 93 (4)
100%	94.9%	3.9%	1.1%	.1%

- (1) As at January 24, 1984 subsequent payments of \$68,904.00 have been received.
 (2) As at January 16, 1984 subsequent payments in full have been received.
 (3) As at December 20, 1983 subsequent payments in full have been received.
 (4) As at December 20, 1983 subsequent payments in full have been received.



HAMILTON CONVENTION CENTRE

BOARD OF DIRECTORSA G E N D AFebruary 27, 1984

7:30 p.m.
Albion "C".

1. Minutes of the Previous Meeting
2. General Manager's Report
3. Responsibility for Interim Scheduling of Events for the Victor K. Copps Trade Centre/Arena - Request of City Council.
4. Operations Committee - Report
5. Audit/Finance Committee - Report
6. Other Business

January



THE UNIVERSITY OF CHICAGO

OFFICE OF THE
VICE CHANCELLOR
FOR RESEARCH

1. The University of Chicago is a leading institution of higher learning in the United States.
2. It is a place where the best minds in the world come to study and teach.
3. The University is committed to the highest standards of academic excellence.
4. It is a place where the future is being shaped.
5. The University is a place where the past is being preserved.
6. It is a place where the present is being lived.

Albion "A",
7:30 p.m.
January 30, 1984.

The Board of Directors of the Hamilton Convention Centre met.

Present: Mr. Bill B. Stetson, Acting Chairman
Alderman James A. Bethune, Second Vice-Chairman
Mr. David O. Braley
Mr. Terry E. Yates
Mr. Keith L. Clark
Alderman Brian Hinkley

Also Present: Mr. William J. Penfold, General Manager
Mr. John A. Leuser, Director of Finance
Mrs. Bonnie Cook, Secretary.

Mr. Stetson called the meeting to order. The Board then proceeded with the election of officers.

Election of
Officers

1. Election of Officers

(a) Chairman

Mr. Stetson opened the floor for nominations for the position of Chairman. On the motion of Alderman Brian Hinkley, seconded by Alderman James Bethune, Mr. David Braley was nominated as Chairman of the Board. After a second and third call, nominations were closed, and Mr. Braley declared elected as Chairman.

(b) First Vice-Chairman

Mr. Stetson declared nominations for First Vice-Chairman of the Board open. On the motion of Alderman Brian Hinkley, seconded by Alderman James Bethune, Mr. Bill Stetson was nominated as First Vice-Chairman. After a second and third call, nominations were closed, and Mr. Stetson declared elected as First Vice-Chairman.

(c) Second Vice-Chairman

The floor was then opened for nominations for Second Vice-Chairman. On the motion of Alderman Brian Hinkley, seconded by Mr. David Braley, Alderman James A. Bethune was nominated as Second Vice-Chairman. Following a second and third call and the closing of nominations, Alderman Bethune was declared elected as Second Vice-Chairman.

Mr. Braley then assumed the chair and thanked the Board for their confidence shown in electing him as Chairman.

2. Annual Report of the General Manager to the Board

The Board discussed the General Manager's Annual Report dated January 25, 1984, with particular emphasis on the

General Manager's role as interim manager of the Trade Centre/Arena Project. Alderman Hinkley felt that the Centre's Board might wish to have a letter from the Trade Centre/Arena Sub-Committee outlining the fact that the Committee has requested Mr. Penfold's assistance with the project. Alderman Hinkley also mentioned that although the additional workload for Mr. Penfold is not substantial at this point, in the very near future, it may well be onerous. As Chairman of the Committee, Alderman Hinkley was asking the Board for direction on whether such a letter would be desired by the Hamilton Convention Centre Board. After hearing Mr. Penfold outline his additional responsibilities to date, the Board felt that they would like to have an official request from the Trade Centre/Arena Sub-Committee for the services of Mr. Penfold and any other staff required in connection with the project.

Alderman
Hinkley

In addition to discussion on the Trade Centre/Arena, the Board requested information on the January, 1984 results as known up until today's date, and was advised that January revenues should come in at approximately \$100,000 which is some \$25,000 over the budgeted figures. The Centre is approximately \$30,000 ahead of its financial status at the same time in 1983.

On the motion of Alderman James Bethune, seconded by Mr. Terry Yates, the Annual Report of the General Manager dated January 25, 1984 was received for information.

Minutes

3. Minutes of the Previous Meeting

On the motion of Mr. Terry Yates, seconded by Alderman Brian Hinkley, the Board approved the minutes of the meeting of December 12th, 1983 as circulated. Mr. Stetson did not vote on the adoption of these minutes as he was not present on December 12th.

Committees

4. Committees of the Board

The Board discussed the Committee structure presently in place of four Committees with two members on each. It was felt generally that four Committees may not be necessary due to the fact that the Administration and Operations Committees met jointly in the past, and in many cases, some of the matters discussed had a direct relationship to matters also before the Marketing and Sales Committee.

On the motion of Mr. Bill Stetson, seconded by Alderman Brian Hinkley, the members approved that there be two Committees of the Board, namely the Audit/Finance Committee, which shall have the same Terms of Reference as previously established, and the Operations Committee (which is to be an amalgamation of Administration, Operations and Marketing/Sales) and that a Sub-Committee of the Operations Committee be formed for the purpose of dealing with Marketing and Sales.

The newly-established Operations Committee was directed to formulate Terms of Reference for presentation to the next meeting of the Board for approval.

Operations
Committee

The Board also approved that there be five members on the Operations Committee, and three members on the Audit/Finance Committee, with the Chairman serving ex-officio on all Committees.

The membership on the Committees was determined as follows:

Operations

Audit/Finance

Keith L. Clark
Alderman Henry Merling
Alderman Brian Hinkley
Jennifer A. Street
Bill Stetson

Terry E. Yates
Alderman James A. Bethune
Morris Waxman

The Board then proceeded to elect Committee Chairmen.

On the motion of Alderman James Bethune, seconded by Mr. Bill Stetson, Mr. Terry Yates was elected Chairman of the Audit/Finance Committee.

On the motion of Alderman Brian Hinkley, seconded by Mr. Bill Stetson, Mr. Keith Clark was elected Chairman of the Operations Committee.

The Board also directed the Operations Committee to appoint members to its Marketing Sub-Committee and elect a Chairman for the Sub-Committee.

Operations
Committee

Correspond-
ence

5. Correspondence

The Board received the following correspondence for information:

- (a) Letter dated December 16, 1983 from J. R. Jones, thanking the Centre for arrangements made in connection with a luncheon for the Ontario Caucus of Mayors;
- (b) Letter dated January 16, 1984 from Mr. Ed Matthews commending the Centre for its service on the occasion of the retirement dinner for Mr. Webb McFarland;
- (c) Letter dated January 17, 1984 from Mr. J. R. Giles of Revenue Canada respecting a fire emergency.

Report on
Meetings &
Incentive
Travel
Conference

6. Report of the General Manager on Meetings and Incentive Travel Conference

The Board received a report from the General Manager dated January 26, 1984 regarding his attendance at the Meetings and Incentive Travel Conference in Hull, Quebec, December 11th to 14th, 1983. Of particular concern to the Board was

the negative image that Hamilton has, and the fact that certain measures are necessary to make Hamilton a destination City.

Audit/
Finance
Committee

7. Audit/Finance Committee - Report

- (a) Presentation of the Financial Statement for the Eleven-Month Period Ended November 30th, 1983

Financial
Statement -
November.

Mr. Braley presented the financial results for the period ended November 30th, 1983 to the Board. He indicated that the deficit at the end of November was \$224,700, and the anticipated year-end deficit figure is \$220,000 or slightly less. He advised that revenues for 1983 amounted to \$1,592,000 and that 1983 had been a very successful year.

On the motion of Mr. David Braley, seconded by Alderman James Bethune, the Board approved the unaudited financial statement for the eleven-month period ended November 30th, 1983, and directed that a copy of the statement be forwarded to the City Treasurer.

Mr. Braley indicated that the Centre's management had done a first class job in 1983.

1983
Audit

- (b) 1983 Audit

Mr. Braley advised that the auditors had conducted a procedural audit and found everything to be in order. The auditors were also present for the year-end inventory count and will conclude their audit in March.

Tribute
Dinner for
M. Lewis,
J. Krieger

8. Tribute Dinner for Mr. Milton J. Lewis, Q.C. and Mr. Jack Krieger

On the motion of Mr. Terry Yates, seconded by Mr. Bill Stetson, the Board approved the holding of a tribute dinner to thank Messrs. Lewis and Krieger for their services on the Hamilton Convention Centre Board over the past few years. A suitable gift will be selected for presentation to Messrs. Lewis and Krieger at the dinner. It was decided to try to hold the event on either February 9th or 20th at 7:00 p.m. at the Centre.

Time and
Date for
Board
Meetings

9. Time and Date for Board Meetings

The Board agreed that the following would be the meeting dates for the Board in the first half of 1984, all of which are the last Monday of the month, at 7:30 p.m.

REFERENCE:

Board of Directors

- 5 -

January 30, 1984

FOR ACTION BY:

February 27

March 26

April 30

May 28

June 25.

10. Other Business

External
Advertising

(a) External Advertising

Mr. Penfold asked the Board when he would be permitted to spend funds on external advertising. The Board directed that no funds be spent on such ad placements until there is solid evidence that the hotel will proceed.

Trade Centre/
Arena

(b) Trade Centre/Arena Committee

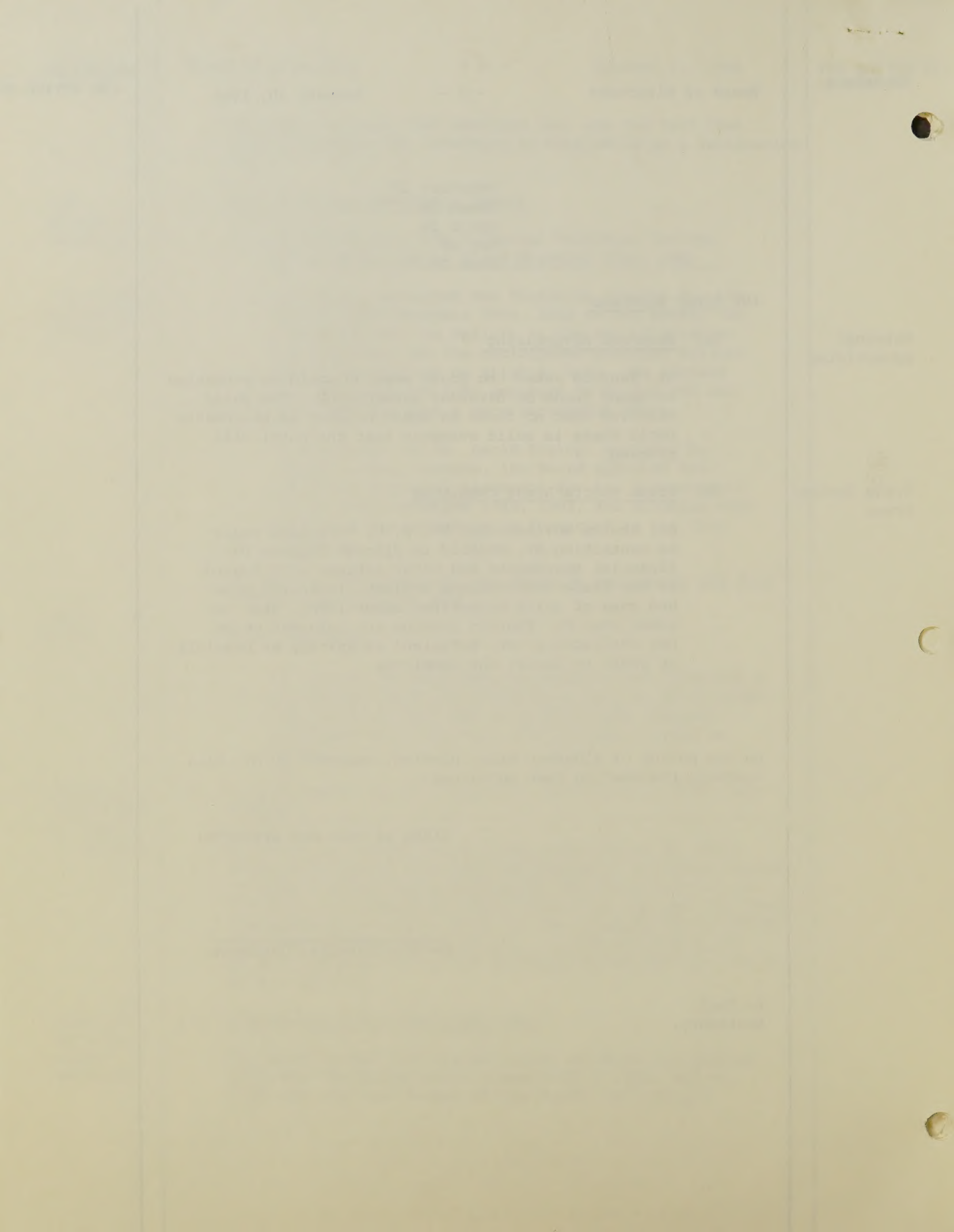
Mr. Braley advised that Mr. W. H. McFarland would be contacting Mr. Penfold to discuss figures for financial statements and other matters with regard to the Trade Centre/Arena Project, including pros and cons of joint marketing, advertising, etc. He asked that Mr. Penfold provide any information he has available to Mr. McFarland as quickly as possible in order to assist the Committee.

On the motion of Alderman Brian Hinkley, seconded by Mr. Bill Stetson, the meeting then adjourned.

TAKEN AS READ AND APPROVED:

DAVID O. BRALEY, CHAIRMAN

B. Cook,
Secretary.





HAMILTON CONVENTION CENTRE

February 23, 1984

2

MONTHLY REPORT TO BOARD OF DIRECTORS

BY GENERAL MANAGER

INTRODUCTION

January revenue was very successful being both over 1983 by 64% and over the expected revenue budget by 42% (official budget). However, food and beverage costs as well as part-time staff expenses were up, which is a worry, although there was still a budgetary surplus of \$11,000. Special attention will be paid to these expense areas during February and March.

MARKETING/SALES

Wedding Promotion

Our recent wedding promotion netted us seven weddings as well as letters from those who attended. The promotion, together with the display at the Bridal Show in January should give us more weddings in 1984 than in 1983 as our reputation grows.

Provincial Assistance

I accompanied Mr. Williamson of the Regional Tourist and Convention Bureau to Queen's Park to meet with staff of the Provincial Government Tourism and Convention Department. After talks, they agreed to spend advertising money directly on Hamilton in the areas of media, brochures and audio-visual specifically for attracting foreign (U.S. and U.K.) conventions.

Local Advertising

Ads are appearing weekly in the Spectator stressing the meeting market and an annual full-page colour insertion has been placed in the "Key to Hamilton-Wentworth" magazine. The "Canadian Bride" magazine also has monthly inserts and we have commenced a six-month trial run on the Century 21 Electromedia sign with part of its cost payed by our clients.

Familiarization Tours (FAM's) Promotion

Three FAMS took place in the last month. The first was a reception for the Association of Canadian Community Colleges who are bringing their convention to Hamilton in 1987; the second was lunch



REPORT ON THE PROGRESS OF THE WORK

January 15, 1901

REPORT ON THE PROGRESS OF THE WORK

OF THE YEAR 1900

INTRODUCTION

The year 1900 has been a very successful one for the work of the Society. The progress made in the various departments has been such as to give us a very satisfactory result. The work of the year has been carried out in accordance with the plan laid down at the beginning of the year, and the results have been such as to show that the plan was a good one. The work of the year has been carried out in accordance with the plan laid down at the beginning of the year, and the results have been such as to show that the plan was a good one.

REPORT ON THE PROGRESS OF THE WORK

General Statement

The work of the year has been carried out in accordance with the plan laid down at the beginning of the year, and the results have been such as to show that the plan was a good one. The work of the year has been carried out in accordance with the plan laid down at the beginning of the year, and the results have been such as to show that the plan was a good one.

Financial Statement

The financial statement for the year 1900 shows a very satisfactory result. The income has been such as to enable us to carry out the work of the year in accordance with the plan laid down at the beginning of the year, and the results have been such as to show that the plan was a good one. The work of the year has been carried out in accordance with the plan laid down at the beginning of the year, and the results have been such as to show that the plan was a good one.

Conclusion

The work of the year has been carried out in accordance with the plan laid down at the beginning of the year, and the results have been such as to show that the plan was a good one. The work of the year has been carried out in accordance with the plan laid down at the beginning of the year, and the results have been such as to show that the plan was a good one.

Recommendations for the Year 1901

The work of the year 1901 should be carried out in accordance with the plan laid down at the beginning of the year, and the results should be such as to show that the plan was a good one. The work of the year 1901 should be carried out in accordance with the plan laid down at the beginning of the year, and the results should be such as to show that the plan was a good one.

for a group of three couples representing various Associations from the Chicago area and one convention is expected; the third was dinner for a group from Ottawa which will probably result in one convention plus a hot line on two more conferences.

Brochures

A meeting package brochure is being developed as a direct mailer and will be sent during March/April and again in August/September. The aim of this brochure is to increase our meeting room sales which have been off.

FINANCE

Both food and beverage cost was up during January. Close attention will be paid to menu prices with a possibility of a raise in April. Liquor and beer prices have remained static since mid 1983 and, with the recent increase in these prices, an increase is warranted in this area.

OPERATIONS

Building

The first floor foyer and Wentworth Hall have both been sealed, and enhanced appearance of both these areas should result.

Modifications of doors and elevators to facilitate access to the handicapped will be underway next month once Board approval is given.

There has been excellent response to our art solicitations to brighten the walls and we are presently determining how best to prevent vandalism and theft before proceeding with hanging the art.

The staff change rooms are nearing completion; after painting, staff will be able to move in.

Signage

Additional indoor signage has been installed and missing figures have been replaced. The electronic signs have been successful; when the sign machine is in use, professional daily signs will be produced.

The outdoor signs are now up on Main and King Streets. Once approved, the entrance sign will be quickly installed. Meanwhile, I am dealing with the City for appropriate signage entering the City.

For a group of three hundred employees, the company has a very low turnover rate. The company has a very low turnover rate. The company has a very low turnover rate.

Summary

A meeting of the Board of Directors was held on the 15th day of the month. The meeting was held in the Board Room. The meeting was held in the Board Room.

Minutes

The Board of Directors met on the 15th day of the month. The meeting was held in the Board Room. The meeting was held in the Board Room.

Financial

Income

The Board of Directors met on the 15th day of the month. The meeting was held in the Board Room. The meeting was held in the Board Room.

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Expenses

The Board of Directors met on the 15th day of the month. The meeting was held in the Board Room. The meeting was held in the Board Room.

The Board of Directors met on the 15th day of the month. The meeting was held in the Board Room. The meeting was held in the Board Room.

Events

March is Trade Show month, and will see the Home Show, the Garden and Flower Festival and an auto show, "The Cars are the Stars" at the Centre.

Last month's successes include the Leeds Bridal Show, B'nai B'rith, the Ad & Sales Citizen of the Year, Women of the Year, and Mardi Gras.

TRADE CENTRE ARENA (TCA)

Business is increasing for this facility, i.e. Canadian Figure Skating Championships, February, 1986; World Junior Hockey, December-January, 1986; the Ice Capades; the Russian/Canadian series, etc. It is time that the TCA hired a salesperson and I have recommended this to the TCA Sub-Committee along with a recommendation to make important decisions on pricing and marketing.

William J. Penfold
per b

William J. Penfold,
General Manager.

WJP:bc

Summary

There is a large group of people who are active in the Communist Party and are working to bring about a revolution in this country.

These people are working to bring about a revolution in this country and are working to bring about a revolution in this country.

Details of the Case

It is interesting to note that the Communist Party is working to bring about a revolution in this country and is working to bring about a revolution in this country.

[Handwritten signature]

WILLIAM F. BAKER
Special Agent



HAMILTON CONVENTION CENTRE

FUNCTIONS HELD DURING THE MONTH OF JANUARY 1984

- January 3rd - Manulife
Breakfast/Meeting
No. of People - 42
- January 5th - Hamilton-Wentworth Region, Finance Department
Reception
No. of People - 35
- January 7th - Touche Ross and Company
Meeting
No. of People - 26
- January 8th - Mr. Greg Fraleigh
Flea Market
No. of People - 2,000
- January 9th - Ambitious City Toast Mistress Club
Dinner/Meeting
No. of People - 23
- January 9th - The Law and the City
Luncheon
No. of People - 129
- January 9th and 10th - Leeds Stradust Room
Bridal Show
No. of People - 3,000
- January 10th - Canadian Cannery Ltd.
Meeting/Luncheon
No. of People - 12
- The Corporation of the City of Hamilton
Meeting
No. of People - 17
- Hamilton Chapter of the Canadian Credit Institute
Reception/Dinner/Meeting
No. of People - 68
- The Canadian Food Service Executives Association
Reception/Dinner/Meeting
No. of People - 28



HAWAIIAN GOVERNMENT

SECTION 1. THE STATE OF HAWAII

Section 1. The State of Hawaii is a sovereign nation, and the people thereof are entitled to the same rights and privileges as the people of any other sovereign nation.

Section 2. The State of Hawaii is a free and independent nation, and the people thereof are entitled to the same rights and privileges as the people of any other free and independent nation.

Section 3. The State of Hawaii is a democratic nation, and the people thereof are entitled to the same rights and privileges as the people of any other democratic nation.

Section 4. The State of Hawaii is a nation of the people, and the people thereof are entitled to the same rights and privileges as the people of any other nation of the people.

Section 5. The State of Hawaii is a nation of the people, and the people thereof are entitled to the same rights and privileges as the people of any other nation of the people.

Section 6. The State of Hawaii is a nation of the people, and the people thereof are entitled to the same rights and privileges as the people of any other nation of the people.

Section 7. The State of Hawaii is a nation of the people, and the people thereof are entitled to the same rights and privileges as the people of any other nation of the people.

Section 8. The State of Hawaii is a nation of the people, and the people thereof are entitled to the same rights and privileges as the people of any other nation of the people.

Section 9. The State of Hawaii is a nation of the people, and the people thereof are entitled to the same rights and privileges as the people of any other nation of the people.

Section 10. The State of Hawaii is a nation of the people, and the people thereof are entitled to the same rights and privileges as the people of any other nation of the people.

January 11th - Canada Post Corporation
Meeting/Luncheon
No. of People - 20

January 12th - Intermetco Ltd.
Luncheon/Meeting
No. of People - 30

General Contractors Association of Hamilton
Reception/Dinner/Meeting
No. of People - 25

Meloche Communications
Reception/Presentation
No. of People - 200

The Advertising and Sales Club of Hamilton
Luncheon/Meeting
No. of People - 7

January 14th - Touche Ross and Company
Meeting
No. of People - 25

January 15th - Mr. Greg Fraleigh
Flea Market
No. of People - 2,500

January 16th - The Advertising and Sales Club of Hamilton
Reception/Dinner/Presentation
No. of People - 411

Canadian Cannery Ltd.
Meeting/Luncheon
No. of People - 12

January 17th - I.B.E.W. Local Union 636
Meeting
No. of People - 20

Eaton Bay Financial Services
Meeting
No. of People - 60

Cont'd . . .

January 17th - Association of Information Systems Professionals
Meeting/Dinner
No. of People - 46

Administrative Management Society
Reception/Dinner/Meeting
No. of People - 51

Canadian Cannery Ltd.
Meeting/Luncheon
No. of People - 10

City of Hamilton, City Clerk's Department
Meeting
No. of People - 25

January 18th - Professional Photographers of Ontario, Hamilton-Niagara Branch
Reception/Dinner/Meeting
No. of People 55

Astra Pharmaceuticals Canada Ltd.
Reception/Dinner/Meeting
No. of People - 58

Ontario Insurance Adjusters Association
Reception/Dinner/Meeting
No. of People - 35

Hamilton-Wentworth Housing Authority
Reception/Dinner/Meeting
No. of People - 12

January 19th - Imperial Optical Canada
Display/Reception
No. of People - 25

January 22nd - Mr. Greg Fraleigh
Flea Market
No. of People - 2,500

Cont'd . . .

January 1951 - Continuation of Laboratory System Investigations
General Summary
No. of Pages - 40

January 1951 - Continuation of Laboratory System Investigations
General Summary
No. of Pages - 40

January 1951 - Continuation of Laboratory System Investigations
General Summary
No. of Pages - 40

January 1951 - Continuation of Laboratory System Investigations
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General Summary
No. of Pages - 40

January 1951 - Continuation of Laboratory System Investigations
General Summary
No. of Pages - 40

January 23rd - Zack's Furniture and Appliance
B'Nai Brith Sports Night
No. of People - 935

Dale and Company
Reception
No. of People - 10

Ambitious City Toast Mistress Club
Dinner/Meeting
No. of People - 23

January 24th - Canadian Club
Media Reception and Reception/Luncheon
No. of People - 275

The Regional Municipality of Hamilton-Wentworth
Meeting
No. of People - 40

Ontario Land Surveyors
Reception/Meeting
No. of People - 30

Firestone Canada
Reception/Meeting
No. of People - 250

January 25th - The Hamilton Status of Women Committee
Reception/Dinner/Presentation
No. of People - 485

The Spectator
Reception/Dinner/Presentation
No. of People - 51

January 26th - Phoenix Continental Management Ltd.
Meeting/Reception/Luncheon
No. of People - 90

Financial Concept Group
Meeting
No. of People - 150

January 21st - 1964
The National Committee on the Status of Women
Hearings
Vol. of People - 10

Dr. and Mrs. [Name]
Hearings
Vol. of People - 10
Hearings
Vol. of People - 10
Hearings
Vol. of People - 10

January 22nd - 1964
The National Committee on the Status of Women
Hearings
Vol. of People - 10

The National Committee on the Status of Women
Hearings
Vol. of People - 10
Hearings
Vol. of People - 10
Hearings
Vol. of People - 10

Hearings
Vol. of People - 10
Hearings
Vol. of People - 10

January 23rd - 1964
The National Committee on the Status of Women
Hearings
Vol. of People - 10

The National Committee on the Status of Women
Hearings
Vol. of People - 10

January 24th - 1964
The National Committee on the Status of Women
Hearings
Vol. of People - 10

Hearings
Vol. of People - 10
Hearings
Vol. of People - 10

January 26th - Westinghouse
Reception
No. of People - 265

January 26th - Skarratt Promotions
and 27th The Nylons in Concert
No. of People - 2,500

Association of Canadian Community Colleges
Meeting/Luncheon
No. of People - 23 each day

January 27th - Hamilton Bridge Tournament
Bridge Tournament
No. of People - 100

January 28th - McMaster University
Reception/Dinner/Dance
No. of People - 216

January 29th - Mr. Greg Fraleigh
Flea Market
No. of People - 2,500

January 30th - Ernst and Whinney
Reception
No. of People - 100

The Boiler Inspection Company of Canada
Meeting
No. of People - 20

Hamilton and District Chamber of Commerce
Seminar
No. of People - 75

- January 31st - Regal Capital Planners Ltd.
Meeting
No. of People - 500

Cont'd . . .

January 31st - Henderson Hospital Intensive Care Unit
Dinner
No. of People - 72

Canadian Cannery Ltd.
Rehearsal
No. of People - 8

Bank of Montreal
Meeting/Reception
No. of People - 300

The Corporation of the City of Hamilton
Meeting
No. of People - 27

Yours very truly,

E.A. Hynes
E.A. Hynes,
City Clerk.

JH/mh

cc: Attention to Hynes, Chairman, Parks & Recreation Committee
cc: Mr. W.J. Furlong, Manager, Hamilton Convention Centre

11

THE UNIVERSITY OF CHICAGO

PHYSICS DEPARTMENT

CHICAGO, ILL.

APRIL 10, 1954

PROF. J. R. OPPENHEIMER

MIT

CAMBRIDGE, MASS.

Dear Professor:

I have just received your letter of April 8.

I am sorry that I cannot reply more fully.

Very truly yours,

John D. Jackson

Assistant Professor of Physics

FEB 22 1984

E. A. SIMPSON
CITY CLERK

K. E. AVERY
DEPUTY CITY CLERK



CITY HALL
HAMILTON, ONTARIO
L8N 3T4

THE CORPORATION OF THE CITY OF HAMILTON

OFFICE OF THE CITY CLERK

1984 February 22

Mr. David Bradley, Chairman,
Board of Directors,
Hamilton Convention Centre,

Dear Mr. Bradley:

Sub-joined please find a copy of Section 7 of the Second Report of the Parks and Recreation Committee which was approved by City Council on February 14, 1984.

Would you please present this matter to your Board for its consideration.

- That City Council formally request the Board of Directors, Hamilton Convention Centre, to authorize Mr. Wm. J. Penfold, General Manager, Hamilton Convention Centre, to assume responsibility for the interim scheduling of events for the Victor K. Copps Trade Centre/Arena, until such time as management for the facility is in place.

Yours very truly,

E.A. Simpson,
City Clerk.

JJS/sma

c.c. Alderman B. Hinkley, Chairman, Parks & Recreation Committee
c.c. Mr. W.J. Penfold, Manager, Hamilton Convention Centre





4

HAMILTON CONVENTION CENTRE

February 22, 1984

REPORT TO THE BOARD OF DIRECTORS

OPERATIONS COMMITTEE

The new Operations Committee held its first meeting on Monday, February 20th, 1984, and reports as follows:

1. Terms of Reference

For the information of the Board, the Operations Committee reviewed the Terms of Reference of the former Operations, Administration and Marketing and Sales Committees in order to amalgamate them to suit the function of the new Committee.

The Committee has decided upon the general thrust of the Terms of Reference, but wishes to review a final draft of the terms at its next meeting before making a formal recommendation to the Board of Directors for approval.

2. Marketing Sub-Committee

The Committee advises that due to the fact that all members of the Operations Committee were unable to be present at the February 20th meeting, the selection of a Marketing Sub-Committee, the sub-committee chairman, and the establishing of Terms of Reference for the Marketing Sub-Committee were all deferred until all members of the Operations Committee are in attendance.

3. Part-time Staff - Rates of Pay

In order that the Centre's rates of pay to part-time staff are fair and in line with the industry standard in the City, management has undertaken a study of the rates paid by the Centre in comparison to those paid by the Royal Connaught Hotel. The Committee reviewed reports submitted by the General Manager and Director of Finance, and considered all of the relevant factors necessary to make a fair comparison. The Committee has concluded that the Centre's rates are in line with the industry standard in the community.

The Committee therefore recommends that the Centre's rates of pay to part-time staff remain unchanged, and that the Hamilton Convention Centre follow the City guidelines in providing for a general rate increase for part-time staff in 1984, which is anticipated to be 5%.

MEMORANDUM FOR THE RECORD

January 11, 1954

SUBJECT: THE CASE OF THE

MEMORANDUM FOR THE RECORD

The following information was obtained from the records of the Department of the Interior, Bureau of Land Management, on January 11, 1954.

1. Background

The following information was obtained from the records of the Department of the Interior, Bureau of Land Management, on January 11, 1954. The information was obtained from the records of the Department of the Interior, Bureau of Land Management, on January 11, 1954.

The following information was obtained from the records of the Department of the Interior, Bureau of Land Management, on January 11, 1954. The information was obtained from the records of the Department of the Interior, Bureau of Land Management, on January 11, 1954.

2. Summary of the Case

The following information was obtained from the records of the Department of the Interior, Bureau of Land Management, on January 11, 1954. The information was obtained from the records of the Department of the Interior, Bureau of Land Management, on January 11, 1954.

3. Recommendations

The following information was obtained from the records of the Department of the Interior, Bureau of Land Management, on January 11, 1954. The information was obtained from the records of the Department of the Interior, Bureau of Land Management, on January 11, 1954.

The following information was obtained from the records of the Department of the Interior, Bureau of Land Management, on January 11, 1954. The information was obtained from the records of the Department of the Interior, Bureau of Land Management, on January 11, 1954.

4. Part-time Staff - Hiring

For the information of the Board, the Centre's management is utilizing the services of Canada Manpower and the many Help Centres when in need of additional part-time staff.

5. Capital Purchases

The Committee recommends to the Board for approval the following capital purchases, to be financed from the Centre's 1983 capital allocation:

Automatic Door Openers - Summers Lane	\$ 4,400
Emergency Telephone in Passenger	
Elevators	1,350
Sign Machine	1,800
Illuminated Sign	1,150
Modification to Exterior Paving Bricks	1,300
Banquet Service Carts	<u>1,850</u>
TOTAL:	<u>\$11,850</u>

NOTE: The above figures include applicable sales taxes and a 10% increase to account for price fluctuations at the time of ordering.

Please refer to rationale submitted with the Audit/Finance Committee Report for further information on the above items.

6. 15% Rebate for Trade Show Service Companies

At the present time, the Centre receives a 15% rebate on gross revenue from the official supplier of show services, Hamilton Convention & Show Services. Several other companies provide this type of service in the Centre, and are currently not giving any rebate to the facility.

The Committee concurs with management's view that this practice is unfair to Hamilton Convention & Show Services, and in addition, the Centre is losing a potential source of revenue.

The Committee therefore recommends that management approach all of the show service companies in the Toronto-Hamilton area to advise that a 15% rebate on gross revenue will apply for any work performed in the Centre, effective April 1, 1984.

7. Hamilton Convention Centre Staff Baseball Team

The Centre's staff social committee has organized a baseball team to play in the City League, which consists of Civic

employees, and has been in operation for some thirty years. There are ten teams in the league, and the game is "slow pitch". The league starts in May, ends in October, and games are played on Wednesdays at Churchill or Woodward Park. The Centre will carry approximately 20 players to provide for those who must work on Wednesdays. The cost to each person to play is \$25.00, which is borne by the players. The fee covers park permit and cost of equipment which the league supplies. All teams are required to obtain a sponsor, and acquire hats and sweaters.

Management of the Centre feels that it would be wise to have the Centre sponsor the team. In view of the present local and regional marketing thrust, the Centre would gain good publicity and exposure by sponsoring the team, and needless to say, staff morale would benefit.

The Committee supports management's recommendation to buy hats and sweaters for the Centre's baseball team, in an amount not to exceed \$300.00, which shall be handled as a promotional matter. Additionally, the Committee recommends that the Centre sponsor the team.

8. July Shut-Down

As in 1983, Management wishes to close the Centre down during a period in July in which there are no bookings at the Centre. This provides management with a good opportunity to save operating costs, while leaving the facility free for maintenance work such as painting that cannot be carried out during periods of occupancy.

The Operations Committee therefore recommends to the Board that the Centre shut down from July 16th to 27th, 1984, with a skeleton staff on duty to handle telephone inquiries.

9. Official Customs Broker

With the advent of the new Hotel, Hamilton will be able to attract more convention business from outside of Canada. Conventions coming into the City will be bringing displays and other materials with them, and will naturally require assistance in clearing this material through customs.

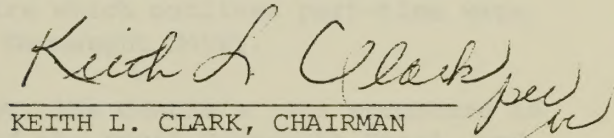
The local firm, International-Import Customs Brokers Inc. has approached the Centre seeking the designation of "official" customs broker. There is no fee to the Centre for this service,

February 22, 1984

only to the client, and it is felt this particular company has the expertise necessary to handle the position as they are currently official suppliers for five major Canadian Convention Centres.

The Committee therefore recommends that the Centre enter into a one-year agreement with International-Import Customs Brokers Inc. to be the Centre's official customs broker, with the agreement to commence on April 1, 1984, and to be subject to review at the expiry of the term.

Respectfully submitted,


KEITH L. CLARK, CHAIRMAN

B. Cook
Secretary.



HAMILTON CONVENTION CENTRE

February 14, 1984

MEMO TO OPERATIONS COMMITTEE

RE: PART-TIME WAGE RATES

Attached is a revised report from the Director of Finance of the Hamilton Convention Centre which outlines part-time wage rates as compared to the Royal Connaught Hotel.

In the opinion of management, the Centre's rate structure is reasonably comparable to that of the Royal Connaught Hotel, and hence, the Centre's rates should not be changed.

William J. Penfold,
General Manager.

WJP:bc

Attach.

c.c. Members, Audit/Finance Committee.



WALTON CONVENTION CENTER

January 15, 1964

WALTON CONVENTION CENTER

RE - 100-100000

Attached is a revised report from the Bureau of Prisons
of the Federal Penitentiary System which contains information
which is pertinent to the case of the above named individual.

In the opinion of the Bureau, the Bureau's view regarding
the individual is that he is a person who is not
likely to be a threat to the community.

William J. Sullivan
Special Agent

WJS:mc

1/15/64

W. J. Sullivan, Acting Director, Bureau of Prisons

REPORT TO OPERATIONS COMMITTEE

ON PART-TIME WAGE RATES

AS THEY COMPARE TO THE ROYAL CONNAUGHT HOTEL

<u>Staff Category</u>	<u>Hourly Rates</u>	
	<u>Hamilton Convention Centre</u>	<u>Royal Connaught</u>
<u>Cashiers:</u>		
Assistant to Head Cashier (1 person)	\$5.25)	
Senior Cashier (1 person)	\$4.75)	\$4.68
Regular Cashiers	\$4.50)	
Coat Check Rate	\$4.00)	
<u>Waitstaff:</u>		
Seniors (4 persons)	\$4.00 plus) gratuities)	\$3.81 plus
Regular Staff	\$3.50 plus) gratuities)	gratuities
Bartenders (2 persons)	\$3.70 plus) gratuities)	\$4.32 plus gratuities
<u>Porters:</u>		
Seniors (2 persons)	\$4.75 plus) gratuities)	
B. Allan	\$4.50 plus) gratuities)	\$4.74
Regular Staff	\$4.00 plus) gratuities)	
<u>Kitchen Helpers:</u>		
Seniors (2 persons)	\$4.75)	
Regular Staff	\$4.00)	\$4.74
<u>Stewards:</u>		
Seniors (4 persons)	\$4.75)	
Regular Staff	\$4.00)	\$4.74.

The following points should be noted in respect of the above comparison:

- (1) The Royal Connaught's hourly rates of pay are effective from August 1, 1983 to July 31, 1984.

STATE OF NEW YORK

IN SENATE

REPORT OF THE COMMISSIONER OF THE STATE OF NEW YORK

1900

Item	Amount	Total
Salaries of Commissioners	\$1,000,000	
Salaries of Clerks	500,000	
Salaries of Messengers	100,000	
Salaries of Janitors	50,000	
Salaries of Watchmen	25,000	
Salaries of Porters	10,000	
Salaries of Peons	5,000	
Salaries of Laborers	2,500	
Salaries of Drivers	1,250	
Salaries of Cooks	625	
Salaries of Bakers	312	
Salaries of Butchers	156	
Salaries of Grocers	78	
Salaries of Druggists	39	
Salaries of Physicians	19	
Salaries of Surgeons	9	
Salaries of Dentists	4	
Salaries of Opticians	2	
Salaries of Podiatrists	1	
Salaries of Veterinarians	1	
Salaries of Pharmacians	1	
Salaries of Chemists	1	
Salaries of Biologists	1	
Salaries of Geologists	1	
Salaries of Astronomers	1	
Salaries of Meteorologists	1	
Salaries of Zoologists	1	
Salaries of Botanists	1	
Salaries of Entomologists	1	
Salaries of Malacologists	1	
Salaries of Conchologists	1	
Salaries of Mineralogists	1	
Salaries of Palaeontologists	1	
Salaries of Numismatists	1	
Salaries of Epigraphists	1	
Salaries of Archaeologists	1	
Salaries of Ethnologists	1	
Salaries of Anthropologists	1	
Salaries of Sociologists	1	
Salaries of Economists	1	
Salaries of Jurists	1	
Salaries of Lawyers	1	
Salaries of Judges	1	
Salaries of Justices	1	
Salaries of Magistrates	1	
Salaries of Clerks of Courts	1	
Salaries of Sheriffs	1	
Salaries of Deputies	1	
Salaries of Constables	1	
Salaries of Watchmen	1	
Salaries of Peons	1	
Salaries of Porters	1	
Salaries of Janitors	1	
Salaries of Messengers	1	
Salaries of Clerks	1	
Salaries of Commissioners	1	

The foregoing report is submitted to the Senate for its consideration.

Respectfully,
 J. B. ALLEN,
 Commissioner of the State of New York.

(1) The report of the Commissioner of the State of New York for the year 1900, is hereby transmitted to the Senate for its consideration.

February 14, 1984

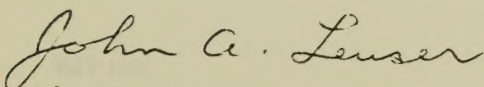
- (2) The hourly rates of pay shown for the Royal Connaught in respect of cashiers, waitstaff, and bartenders are non-union rates of pay. I was informed by Mr. Brocker, who is the Connaught's Assistant General Manager, that their banquet staff, which includes cashiers, waitstaff, and bartenders, do not belong to the union. He indicated that the only cashiers, waitstaff and bartenders that receive union rates of pay are those that work in the restaurant/lounge area.
- (3) In the case of porters, kitchen helpers and stewards, the Connaught pays them at the union rate of \$4.74 per hour. This rate should only be compared to the Centre's senior rate of \$4.75 per hour since the Connaught's union rate applies only to staff that regularly work over 24 hours a week. In the case of most of our other staff who receive \$4.00 per hour, it should be noted that they generally do not work over 24 hours a week. As a result, our basic rate of \$4.00 per hour is really only a casual rate which the Connaught does not have since they do not have porters, kitchen helpers and stewards working as casual employees.
- (4) It should be noted that our senior waitstaff also receive an additional \$0.50 an hour in gratuities over and above that received by regular waitstaff and bartenders.
- (5) With respect to porters' wages, a small gratuity payout is added as they provide refreshments, coffee, etc. to meeting rooms.

Conclusion:

Based on the above, it is our opinion that the Centre's rate structure is reasonably comparable to that of the Connaught.

In respect of bartenders, management intends to phase out the separate bartender rate in 1984 since the function of bartending is performed mostly by regular waitstaff personnel who are expected to both serve tables and bars. Management intends to continue with the present practice of using waitstaff as bartenders.

In respect of hourly rate increases for 1984, management intends to follow City guidelines which we expect will provide for a general five per cent rate increase.



John A. Leuser,
Director of Finance.

February 14, 1984.

bc

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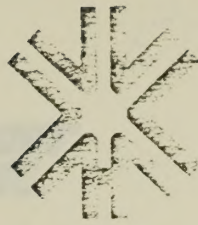
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HAMILTON CONVENTION CENTRE

February 15, 1984

MEMO TO OPERATIONS COMMITTEE

ON

OFFICIAL CUSTOMS BROKERS

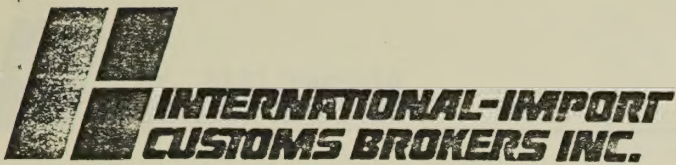
Now that the new hotel is well under construction, and hopefully finished in April, 1985, I am confident that the Centre will be successful in attracting U.S. and off-shore conventions to the City. One of the constant complaints of meeting planners outside Canada is the problems they have in bringing exhibition material into the country with the convention. There have been a myriad of horror stories of conventioners arriving and never having their exhibition material because of customs problems.

Other convention centres across Canada have solved these problems by engaging a customs broker as their official broker. Attached is a self-explanatory letter from International-Import Customs Brokers Inc. who are applying to become the Hamilton Convention Centre's official broker. There is no charge to the Centre for this service, only to the client.

Since the foreign convention business for the Hamilton Convention Centre will increase in the future, and, since this business will entail dealing intricately with customs, it is therefore recommended that the Centre engage International-Import Customs Brokers Inc. as Official Customs Brokers for the Hamilton Convention Centre.

William J. Penfold,
General Manager.

WJP:bc



PP 25/11
JAN 23 1984

January 18, 1984

REPLY TO: 60 Shorncliffe Road
Toronto, Ontario
M8Z 5K1

25/11
Mr. Bill Penfold
General Manager
Hamilton Convention Centre
115 King Street West
Hamilton, Ontario
L8P 4T9

Dear Bill:

This will confirm and thank you for the pleasant interview extended to the writer. It certainly was a pleasure seeing you again!

Further to our conversation, we at International-Import Customs Brokers Inc. hereby apply to be the Official Customs Brokers for the Hamilton Convention Centre. As specialists in the exhibition and trade show industry, we are very familiar with the special needs of the convention sponsoring organization as well as their exhibitors.

I had left you with brochures which highlight the services of International-Import Customs Brokers Inc. along with Sponsor Information Kits which clearly outline the role of the Official Broker and services performed. We also provide detailed Exhibitor Information Kits for distribution to the various exhibitors to ensure them a smooth and efficient movement to Hamilton.

With over 50 offices across Canada at all major frontier crossings and inland ports, we have been successful in becoming the Official Customs Broker for:

The Edmonton Convention Centre
The Calgary Convention Centre
Canada's Capital Congress Centre
The Toronto International Centre of Commerce
The Saint John Trade and Convention Centre

.....2/

WE SPEAK THE LANGUAGE OF INTERNATIONAL TRADE....

Vancouver
Vancouver Int'l Airport
Burnaby
Pacific Highway
Huntingdon
Aldergrove
Edmonton
Edmonton Int'l Airport
Calgary
Calgary Int'l Airport

Coutts
Winnipeg
Winnipeg Int'l Airport
Emerson
Toronto — Downtown
Toronto — Dixie
Toronto — Queensway
Toronto Int'l Airport
Toronto — Kennedy Rd
Niagara Falls, Lower Arch

Niagara Falls, Queenston
Fort Erie
Sarnia
Windsor Bridge
Windsor Tunnel
London
London Airport
St. Catharines
Welland
Hamilton

Oakville
Kitchener
Guelph
Brampton
Ajax
Oshawa
Lansdowne
Kingston
Belleville
Ottawa
Ottawa Airport

Montreal
Montreal — LaSalle
Montreal — Cote de Liesse
Montreal Int'l Airport — Dorval
Montreal Int'l Airport — Mirabel
Lacolle
Saint John, N.B.
Fredericton
Halifax
Halifax Airport
Kentville

Corporate Office
60 Shorncliffe Road
Toronto, Ontario
Canada M8Z 5K1
(416) 231-4192
Telex: 06-967854



Mr. Bill Penfold

January 18, 1984

Page 2

In Hamilton, our customs location is:

400 Grays Road North
Stoney Creek, Ontario
L8E 3J6

Our manager is Helen Pursley and she can be located at (416) 560-4700 or telex 06-18931.

Bill, we are most interested in going into an agreement with your facility and our commitments are as follows; provide on-site service for any associations holding their convention at the Hamilton Convention Centre; the availability of the Marketing Manager, Exhibitions and Trade Shows to travel with you or an individual from your centre to present a boardroom presentation on customs; providing specialized staff in the convention, exhibition and trade show field; and to being an additional service that you at the Hamilton Convention Centre, are able to provide your clients.

I had left you with a Power of Attorney and ask that you review the information above and visit with your council to further discuss this matter. Our only requirements would be the signing of the Power of Attorney, our name being shown in your meeting facility guide, and annual listings of the confirmed conventions going into your facility.

Bill, International-Import Customs Brokers Inc. and the Hamilton Convention Centre can complement one another in our fields of expertise and we certainly look forward to the opportunity of being of service to your organization.

Yours truly,
INTERNATIONAL-IMPORT CUSTOMS BROKERS INC.

Heidi Welker
Marketing Manager
Exhibitions & Trade Shows

HW:jl



HAMILTON CONVENTION CENTRE

5

February 23, 1984

REPORT TO THE BOARD OF DIRECTORS

AUDIT/FINANCE COMMITTEE

The Audit/Finance Committee met on Tuesday, February 21st, 1984, and reports as follows:

1. Presentation of the Unaudited Financial Results for the Year Ended December 31, 1983

Submitted herewith for the consideration of the Board of Directors are the Unaudited Financial Results for the Year Ended December 31, 1983, which have been extensively reviewed and discussed by the Committee, and accepted.

The Members of the Board will note that the deficit in 1983 has been kept to approximately \$215,873.00, whereas the budgeted deficit was \$528,550.00. A budgetary surplus of approximately \$312,787 has therefore been achieved, which will be added to the Centre's reserve for Capital Purchases.

The Committee was pleased with the 1983 results, and therefore recommends that the Unaudited Financial Results for the Year Ended December 31, 1983 be approved, and that a copy be forwarded to the City Treasurer.

2. Presentation of the Unaudited Financial Results for the One-Month Period Ended January 31, 1984

Submitted herewith for the approval of the Board of Directors are the Unaudited Financial Results for the One-Month Period Ended January 31, 1984, indicating a deficit for January of approximately \$49,000, which compares favourably to the budgeted deficit of \$60,000.00

For the information of the Board, these results have been prepared without having the benefit of the City Reports, and although entirely accurate, involved a great deal of time and effort to put together. As a result of these efforts, the Hamilton Convention Centre is the only civic entity whose January financial results have been prepared.



AMERICAN COMMISSION ON THE UNIFORMITY OF THE LAWS

January 11, 1952

REPORT TO THE BOARD OF DIRECTORS

AMERICAN COMMISSION ON THE UNIFORMITY OF THE LAWS

The American Commission on the Uniformity of the Laws, January 11, 1952, and reports as follows:

1. Presentation of the Uniformity of the Laws for the Year 1951

During the year 1951 the Commission has been actively engaged in the study of the Uniformity of the Laws for the Year 1951. The Commission has been actively engaged in the study of the Uniformity of the Laws for the Year 1951. The Commission has been actively engaged in the study of the Uniformity of the Laws for the Year 1951.

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2. Presentation of the Uniformity of the Laws for the Year 1952

During the year 1952 the Commission has been actively engaged in the study of the Uniformity of the Laws for the Year 1952. The Commission has been actively engaged in the study of the Uniformity of the Laws for the Year 1952. The Commission has been actively engaged in the study of the Uniformity of the Laws for the Year 1952.

The Commission has been actively engaged in the study of the Uniformity of the Laws for the Year 1952. The Commission has been actively engaged in the study of the Uniformity of the Laws for the Year 1952. The Commission has been actively engaged in the study of the Uniformity of the Laws for the Year 1952.

The Committee has reviewed the January statement in great detail, with specific attention devoted to food and beverage margins which are over budget in January. The Committee wishes to advise the Board that the Centre's management is examining the situation to determine the cause and take appropriate action to bring the margins back into a favourable position.

It is therefore recommended that the Unaudited Financial Results for the One-Month Period ended January 31st, 1984 be approved, and that a copy be forwarded to the City Treasurer.

3. Request for Capital Purchases

The Committee recommends that the following Capital Purchases be approved in the total amount not to exceed \$11,850, to be financed from the Centre's 1983 capital allocation:

(a) Automatic Door Openers - Summers Lane	\$ 4,400.00
(b) Emergency Telephone in Passenger Elevators	1,350.00
(c) Sign Machine	1,800.00
(d) Illuminated Sign	1,150.00
(e) Modificiation to Exterior Paving Bricks	1,300.00
(f) Banquet Service Carts	<u>1,850.00</u>
TOTAL:	<u>\$11,850.00</u>

Please refer to the attached rationale, outlining quotations and justification for the purchases.

Note: The Automatic Door Openers to be installed on Summers Lane to facilitate access to the handicapped may be eligible for subsidization through Wintario or other similar organizations, and management has been directed to pursue this further.

4. 1984 Revenue Position

For the information of the Board, the 1984 revenue monitor indicates approximately \$1,250,000 or slightly less on the books currently for the year, and the month of February looks very promising. The 1984 budgeted revenues are \$1,800,000.00.

The Committee has received the January 1964 report of the
staff, with specific recommendations regarding the
proposed changes in the law. The Committee is
convinced that the proposed changes are necessary
to bring the law into line with the current
state of the law. The Committee has decided
to recommend that the law be amended to
reflect the current state of the law.

Recommendations of the Committee

The Committee has recommended that the law be amended to
reflect the current state of the law. The Committee
has decided to recommend that the law be amended to
reflect the current state of the law.

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The Committee has decided to recommend that the law be amended to reflect the current state of the law.

The Committee has decided to recommend that the law be amended to reflect the current state of the law.

The Committee has decided to recommend that the law be amended to reflect the current state of the law.

The Committee has decided to recommend that the law be amended to reflect the current state of the law.

Final Report of the Committee

The Committee has decided to recommend that the law be amended to reflect the current state of the law.

5. Effect of Minimum Wage Increase in 1984

As the members of the Board are aware, there will be two minimum wage increases in 1984, and these increases will effect the rates charged to the Centre by the security and janitorial companies. The total increase in costs in 1984 for these services due to the raises in the minimum wage will amount to approximately \$8,000.00.

RESPECTFULLY SUBMITTED,

Terry E. Yates *per*
TERRY E. YATES, CHAIRMAN *be*

B. Cook,
Secretary.

Letter to the Editor

The Editor of the Journal of the American Medical Association is requested to publish the following letter in its issue of the 15th of May, 1944. The letter is signed by the undersigned, who is a member of the American Medical Association.

Very truly yours,

John F. Jones
M.D.

John F. Jones
M.D.

HAMILTON CONVENTION CENTRE
UNAUDITED OPERATING RESULTS
FOR THE YEAR
ENDED DECEMBER 31, 1983

RECEIVED DECEMBER 27 1982

WILSON

RECEIVED DECEMBER 27 1982

RECEIVED DECEMBER 27 1982

I N D E X

OPERATING RESULTS FOR

THE YEAR

ENDED DECEMBER 31, 1983

Introduction

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Other Revenue 3301 - 30	Page 4.
Expenditures Recap 3321	Page 5.
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Food & Beverage - Administration 3321 - 50	Page 15.
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Food & Beverage - Wastage 3321 - 58	Page 18.
Part-Time Labour Utilization Report	Page 19.
Analysis of Food & Beverage Costs	Page 20.
Inventories	Page 21
Aging of Accounts Receivable	Page 22.

Account Number 3301 indicates Revenues

Account Number 3321 indicates Expenditures

HAMILTON CONVENTION CENTRE
UNAUDITED FINANCIAL REPORT FOR THE
YEAR ENDED DECEMBER 31, 1983

Enclosed are the operating results for the month of December and the year ended December 31, 1983, which indicate a profit (deficit) of approximately \$8,937.00 and \$(215,763.00), respectively.

It should, however, be noted that the Centre's financial results do not reflect any power utility or interest debt charges. This is because these costs are not charged to the Centre by the Corporation of the City of Hamilton.

The operating deficit of \$215,763.00 for the year ended December 31, 1983, is well within the Centre's annual budget of \$528,550.00. This is noteworthy since it indicates a budgetary surplus of approximately \$312,787.00 which represents an increase of \$69,242.00 over that previously reported for the eleven month period ended November 30, 1983. The \$312,787.00 surplus arose primarily due to the following reductions from budget:

- (1) \$52,152.00 in part-time labor costs (see page 19 attached);
- (2) \$28,343.00 in food and beverage costs (see page 20 attached);
- (3) \$57,962.00 in salary and benefit costs (net of gratuity recoveries);
- (4) \$26,547.00 in repairs and maintenance charges controlled by the City Architect's department;
- (5) \$3,808.00 in advertising and promotion costs;
- (6) \$2,443.00 in banquet operating supplies;
- (7) \$5,661.00 in legal fees;
- (8) \$3,709.00 in insurance costs; and
- (9) \$5,677.00 in banquet operating equipment rentals.

Furthermore, it should be noted that the profit margin earned on revenues of \$193,946.00 in excess of budget also contributed to the \$312,787.00 surplus.

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REVENUES

Revenues for the year ended December 31, 1984 are \$193,946.00 or 13.9% above budget. In comparison with 1982 actual revenues, revenues in 1983 are \$167,641.00 or 11.8% higher.

A COMPARISON OF THE
ANNUAL DEFICIT FOR
1983 WITH THAT INCURRED FOR 1982

The annual deficit of \$215,763.00 for 1983 compares very favorably with the \$554,634.00 deficit for 1982 due largely to the following;

- (1) A policy change effective January 1, 1983 by the Corporation of the City of Hamilton which resulted in power utility costs no longer being charged to City-operated facilities. Power utility costs charged to the Centre in 1982 amounted to \$202,954.00;
- (2) A \$74,027.00 reduction in advertising, promotion and travelling (market department) costs for 1983; and
- (3) A \$34,701.00 reduction in security and janitorial costs for 1983.

If you have any questions, please contact either Mr. William Penfold, the General Manager or myself.

Yours very truly,

John A. Leuser

John A. Leuser, B.Comm., C.A.
Director of Finance
February 10, 1984

HAMILTON CONVENTION CENTRE

Account Number 3301 indicates Revenue detail
Account Number 3321 indicates Expense detail

Actual Operating Results For The Year Ended December 31, 1982	Description	Unaudited Operating Results For			Percentage Of Total 1983 Annual Budget Spent Or Achieved
		Twelve Month 1983 Operating Budget	The Month Of December, 1983	The Year Ended December 31, 1983	
	<u>Revenue:</u>				
\$ 300,510	Rentals, etc, 3301 - 10	\$ 271,900	\$ 16,755	\$ 306,031	112.6%
1,032,877	F & B Banquets, etc. 3301 - 20	1,052,000	175,024	1,202,079	114.3%
92,913	Other Operating Revenue 3301 - 30	76,100	15,235	85,836	121.6%
\$1,426,305	Revenue from Operations	\$ 1,400,000	\$207,014	\$1,593,946	113.9%
1,980,939	Less Total Expenditures as shown on page 5.	1,928,550	198,077	1,809,709	93.8%
\$ 554,634	Excess of Expenditures Over Revenue From Operations	\$ 528,550	\$ (8,937)	\$ 215,763	40.8%
729,844	Contribution From the City Of Hamilton 3301 - 02	528,550	60,305	528,550	100.0%
\$ 175,210	Budgetary Surplus	\$ Nil	\$ 69,242	\$ 312,787	

Note: It should be noted that:

- (1) The operating statements have been prepared on the accrual basis of accounting; and
- (2) No provision for other than legal and audit fees has been made in the operating statement in respect of the litigation.

Unaudited
Operating Results For

<u>Actual Operating Results For The Year Ended December 31, 1982</u>		<u>Description</u>		<u>Twelve Month 1983 Operating Budget</u>	<u>The Month Of December, 1983</u>	<u>The Year Ended December 31, 1983</u>	<u>Percentage Of Total 1983 Annual Budget Spent Or Achieved</u>
<u>\$ 300,510</u>		Rentals - 3301 - 10 -		<u>\$ 271,900</u>	<u>\$16,755</u>	<u>\$306,031</u>	<u>112.6%</u>
\$ 108,441		Wentworth Exhibition Hall - 10		\$ 95,000	9,606	103,238	108.7%
3,050		Display Windows - 11		2,000	725	6,400	320.0%
38,378		Albion Room - 20		35,800	1,701	24,470	68.4%
1,531		Meeting Room No. 201 - 21		1,700	(88)	1,235	72.6%
8,023		Meeting Room No. 202 - 22		8,000	162	5,280	66.0%
4,707		Meeting Room No. 203 - 23		5,000	286	3,612	72.2%
900		Meeting Room No. 204 - 24		1,300	120	1,127	86.7%
3,138		Meeting Room No. 205 - 25		3,000	212	3,346	111.5%
7,352		Meeting Room No. 206 - 26		7,500	(190)	7,655	102.1%
88,448		Chedoke Banquet Hall - 30		80,000	2,160	106,726	133.4%
25,065		Webster Room - 31		21,500	1,335	30,476	141.7%
8,325		Meeting Room No. 314 - 32		8,000	150	6,675	83.4%
1,200		Hamilton Convention & Show Services - 40		1,200	100	1,200	100.0%
990		Piano Rental - 55		400	120	940	235.0%
962		Rental of Tables, Chairs, Etc. - 60		1,500	356	3,651	243.4%

Unaudited
Operating Results For

Actual Operating Results For The Year Ended December 31, 1982	Description	Twelve Month 1983 Operating Budget	The Month Of December, 1983	The Year Ended December 31, 1983	Percentage Of Total 1983 Annual Budget Spent Or Achieved
\$ 1,032,877	Food & Beverage Sales - Banquet - 3301 - 20 -	\$ 1,052,000	\$175,024	\$1,202,079	114.3%
\$ 665,037	Food - 10	\$ 675,000	113,019	793,860	117.6%
36,991	Coffee, Juice (non-bar) Soft Drinks - 15	45,000	2,440	38,868	86.4%
129,074	Liquor - 35	120,000	29,115	169,463	141.2%
83,060	Beer - 40	90,000	7,358	75,793	84.2%
107,964	Wine - 45	107,000	21,688	111,171	103.9%
10,751	Soft Drinks (bar) and Fruit Punch - 50	15,000	1,404	12,924	86.2%

Unaudited
Operating Results For

Actual Operating Results For The Year Ended December 31, 1982		Twelve Month 1983 Operating Budget		The Month Of December, 1983		The Year Ended December 31, 1983		Percentage Of Total 1983 Annual Budget Spent Or Achieved	
<u>\$ 92,918</u>		<u>\$ 76,100</u>		<u>\$15,235</u>		<u>\$85,836</u>		<u>121.6%</u>	
Other Operating Revenue - 3301 - 30									
\$ 5,492	Corrections To Prior Year Revenues - 12	\$ -		-		-		-	
48,119	Audio-Visual, Electrical, Lighting, & Operating Equipment Recoveries - 50	38,700		12,209		47,036		121.5%	
224	Staff Time Recoveries - Bartenders - 60	300		12		345		115.0%	
1,131	Staff Time Recoveries - Wait Staff - 61	1,200		61		204		17.0%	
9,032	Staff Time Recoveries - Cashiers - 62	9,000		1,958		9,653		107.3%	
10,030	Staff Time Recoveries - Security - 63	10,000		-		9,310		93.1%	
1,972	Staff Time Recoveries - Porters - 64	1,800		6		3,062		170.1%	
1,900	Staff Time Recoveries - Janitors - 67	2,500		-		5,175		207.0%	
324	Staff Time Recoveries - Elevator Operator - 68	400		-		373		93.3%	
108	Corkage Recoveries - 70	200		-		-		-	
7,323	Ticket Sales - Amateur Sport, Dinner Theatre and Other - 89	-		-		768		-	
(7,323)	Settlement of Events Clearing - 90	-		-		(768)		-	
6,764	Cigarette Sales - 92	4,000		403		3,177		79.4%	
396	Bell Canada Commission - 93	400		52		275		68.8%	
-	Retail Sales Tax Compensation - 96	-		-		1,538		-	
6	Sales of Hamilton Games - 97	-		-		-		-	
7,420	Miscellaneous Recoveries - 99	7,600		534		5,688		74.8%	

Unaudited
Operating Results For

Actual Operating Results For The Year Ended December 31, 1982	Twelve Month 1983 Operating Budget	The Month Of December, 1983	The Year Ended December 31, 1983	Percentage Of Total 1983 Annual Budget Spent Or Achieved
Description				
EXPENDITURES - 3321 -				
\$ 265,239	\$ 360,630	\$ 24,665	\$ 331,381	91.9%
1,152	2,050	-	2,041	99.6%
22,227	20,830	2,100	15,155	72.8%
2,029	20,300	(451)	13,532	66.7%
534,019	351,480	32,234	306,230	87.1%
28,776	34,820	2,758	30,151	86.6%
207,442	137,770	22,158	128,257	93.1%
108,742	89,710	5,725	84,380	94.1%
394,507	423,220	52,367	431,398	101.9%
416,331	487,740	56,503	466,652	95.7%
475	-	18	532	-
<u>\$ 1,980,939</u>	<u>\$1,928,550</u>	<u>\$198,077</u>	<u>\$1,809,709</u>	<u>93.8%</u>

Unaudited
Operating Results For

Actual Operating Results For The Year Ended December 31, 1982	Description	Twelve Month 1983 Operating Budget	The Month Of December, 1983	The Year Ended December 31, 1983	Percentage Of Total 1983 Annual Budget Spent Or Achieved
<u>\$ 265,239</u>	Administration 3321 - 01 -	<u>\$ 360,630</u>	<u>\$24,665</u>	<u>\$331,381</u>	<u>91.9%</u>
\$ 141,203	Salaries - 01	\$ 198,900	\$16,784	\$187,563	94.3%
4,656	Temporary Help - Office - 02	500	-	-	-
932	Long Term Disability - 04	1,800	122	1,338	74.3%
10,804	Pensions - 05	14,460	1,102	12,201	84.4%
2,193	Unemployment Insurance - 07	4,540	308	3,458	76.2%
5,053	Medical & Hospital - 08	8,840	731	7,910	89.5%
2,027	Group Life Insurance - 10	3,000	148	1,796	59.9%
18,778	Telephones & Telegrams - 11	18,000	1,348	17,351	96.4%
1,847	Postage - 16	2,400	219	2,236	93.2%
6,451	Office Supplies & Stationery - 21	7,100	347	6,142	86.5%
433	Compensation to Client/Guest for lost items, cleaning, etc. - 25	-	150	227	-
2,766	Rental to Hamilton Place in order to re-schedule - 28	-	-	-	-
699	Repairs & Maintenance - Office Equipment - 31	1,000	40	538	53.8%
240	Licences and Permits - 43	500	80	270	54.0%
(41)	Bank Charges - 44	100	15	86	86.0%
148	Service Charges - 45	300	25	204	68.0%

Unaudited
Operating Results For

Actual Operating Results For The Year Ended December 31, 1982	Description	Twelve Month 1983 Operating Budget	The Month Of December, 1983	The Year Ended December 31, 1983	Percentage Of Total 1983 Annual Budget Spent Or Achieved
\$ 550	Brinks Charges - Transportation of Money - 46	\$ 900	\$ 82	\$ 566	62.9%
6,063	Consultant's Fees - 56	8,610	-	8,603	99.9%
1,022	Entertainment Expenses - General Manager - 61	1,000	169	584	58.4%
545	Entertainment Expenses - Assistant General Manager - 62	-	-	-	-
-	Board of Directors Meetings - 63	2,240	44	715	31.9%
(42)	(Over) & Short - 66	-	-	(27)	-
140	Office Equipment - 71	1,000	(37)	1,001	100.1%
15,777	Rental - Office Equipment - 83	16,000	1,069	14,594	91.2%
18	Travelling - 91	1,450	100	1,339	92.3%
586	Car Allowance - 92	-	-	-	-
583	Memberships & Subscriptions - 93	1,500	273	1,359	90.6%
-	Training Courses - 94	1,650	191	1,588	96.2%
14,000	Audit Fees - 97	13,440	1,355	14,000	104.2%
27,808	Legal Fees - 98	51,400	-	45,739	89.0%

Unaudited
Operating Results For

<u>Actual Operating Results For The Year Ended December 31, 1982</u>		<u>Description</u>		<u>Twelve Month 1983 Operating Budget</u>	<u>The Month Of December, 1983</u>	<u>The Year Ended December 31, 1983</u>	<u>Percentage Of Total 1983 Annual Budget Spent Or Achieved</u>
<u>\$ 1,152</u>		Management Staff Recruitment - 3321 - 02 -		<u>\$ 2,050</u>	<u>\$ -</u>	<u>\$2,041</u>	<u>99.6%</u>
\$ 1,093		Recruiting Costs - 12		\$ 2,050	-	\$2,041	99.6%
-		Consultant's Fees - 60		-	-	-	-
59		Relocation Cost - Staff - 96		-	-	-	-

Unaudited
Operating Results For

Actual Operating Results For The Year Ended December 31, 1982	Description	Twelve Month 1983 Operating Budget	The Month Of December, 1983	The Year Ended December 31, 1983	Percentage Of Total 1983 Annual Budget Spent Or Achieved
\$ 22,227	Information Desk 3321 - 06 -	\$ 20,830	\$2,100	\$15,155	72.8%
\$ 15,253	Temporary Help - 02	\$ 16,200	\$1,659	\$11,726	72.4%
286	Pensions - 05	420	30	144	34.3%
424	Unemployment Insurance - 07	560	70	332	59.3%
5,832	Tobacco Supplies - 23	3,000	287	2,306	76.9%
432	Cigarette Machine Rental - 87	650	54	647	99.5%

Unaudited
Operating Results For

Actual Operating Results For The Year Ended December 31, 1982		Twelve Month 1983 Operating Budget		The Month Of December, 1983		The Year Ended December 31, 1983		Percentage Of Total 1983 Annual Budget Spent Or Achieved	
<u>Description</u>		<u>\$ 20,300</u>		<u>\$ (451)</u>		<u>\$13,532</u>		<u>66.7%</u>	
<u>\$ 2,029</u>		Financial Expenditures - 3321 - 08 -							
\$ 37	Credit Bureau Charges - 47	\$ 100		\$ 20		\$ 49	49.0%		
43	Provision for Collection Fees - 48	200		-		-	-		
(1,169)	Provision for Bad Debts - 49	6,000		(2,000)		-	-		
-	Replacement - China - 71	2,000		(1)		1,954	97.7%		
970	Replacement - Glassware - 72	7,000		63		6,726	96.1%		
(839)	Replacement - Silver - 73	1,000		-		990	99.0%		
2,674	Replacement - Linen - 74	4,000		1,467		3,813	95.3%		
-	Replacement - Furniture - 75	-		-		-	-		
-	Replacement - Interior Decorations - 76	-		-		-	-		
313	Replacement - Kitchenware - 77	-							

Unaudited
Operating Results For

Actual Operating Results For The Year Ended December 31, 1982	Description	Twelve Month 1983 Operating Budget	The Month Of December, 1983	The Year Ended December 31, 1983	Percentage Of Total 1983 Annual Budget Spent Or Achieved
\$ 534,019	Building Maintenance - 3321 - 10 -	\$ 351,480	\$32,234	\$306,230	87.1%
\$ 19,498	Salaries - 91	\$ 18,430	\$ 1,532	\$ 17,846	96.8%
3,174	Temporary Help - 02	12,000	3,442	3,907	32.6%
136	Long Term Disability Premium - 04	190	12	117	61.6%
1,375	Pensions - 05	1,680	110	1,274	75.8%
392	Unemployment Insurance - 07	1,070	47	545	50.9%
790	Medical & Hospital - 08	1,470	110	1,309	89.0%
164	Group Life Insurance - 10	210	11	158	75.2%
6,223	Water Rates and Sewer Surcharge - 13	6,000	(153)	5,347	89.1%
202,954	Central Utilities Plant - 18	-	-	-	-
2,350	Garbage Disposal - 19	1,500	203	1,416	94.4%
1,947	Decorations - 21	1,000	167	934	93.4%
1,843	Cleaning & Washroom Supplies - 22	5,150	236	4,121	80.0%
2,760	Operating Supplies - 23	1,200	190	1,173	97.8%
75,610	Repairs & Maintenance - Architect's (0333-0999) Responsibilities - 31	113,380	4,333	86,833	76.6%
20,373	Repairs & Maintenance - Building - 33	26,600	9,716	26,478	99.5%
26,139	Insurance - Fire and Liability - 42	32,000	2,393	28,291	88.4%

Unaudited
Operating Results For

Actual Operating Results For The Year Ended December 31, 1982	Description	Twelve Month 1983 Operating Budget	The Month Of December, 1983	The Year Ended December 31, 1983	Percentage Of Total 1983 Annual Budget Spent Or Achieved
\$ 55,001	Contractual Services - Janitorial - 57	\$ 45,000	\$4,148	\$44,486	98.9%
91,423	Contractual Services - Security - 58	68,000	5,322	67,237	98.9%
9,691	Contractual Services - Various - 60	7,500	414	7,017	93.6%
11,246	Security - Recoverable From Events - 61	8,000	1	7,451	93.1%
847	Small Tools - 73	800	-	290	36.3%
83	Furnishings & Decorations - 74	-	-	-	-
-	Rental - Maintenance Equipment - 88	300	-	-	-

Unaudited
Operating Results For

Actual Operating Results For The Year Ended December 31, 1982	Description	Twelve Month 1983 Operating Budget	The Month Of December, 1983	The Year Ended December 31, 1983	Percentage Of Total 1983 Annual Budget Spent Or Achieved
\$ 28,776	Purchasing/Receiving - 3321 - 20 -	\$ 34,820	\$ 2,758	\$ 30,151	86.6%
\$ 17,499	Salaries - 01	\$ 19,800	\$ 1,676	\$ 19,800	100.0%
6,712	Temporary Help - 02	10,000	773	6,240	62.4%
145	Long Term Disability Premium - 04	190	13	176	92.6%
1,391	Pensions - 05	1,650	99	1,498	90.8%
545	Unemployment Insurance - 07	1,000	75	777	77.7%
1,155	Medical and Hospital - 08	1,470	110	1,309	89.0%
157	Group Life Insurance - 10	210	12	167	79.5%
1,172	Operating Supplies - 23	500	-	184	36.8%

Unaudited
Operating Results For

Actual Operating Results For The Year Ended December 31, 1982		Twelve Month 1983 Operating Budget		The Month Of December, 1983		The Year Ended December 31, 1983		Percentage Of Total 1983 Annual Budget Spent Or Achieved	
<u>\$ 207,442</u>		<u>\$ 137,770</u>		<u>\$ 22,158</u>		<u>\$ 128,257</u>		<u>93.1%</u>	
Marketing and Sales Promotion 3321 - 30 -									
\$ 67,190	Salaries - 01	\$ 65,200		\$ 5,546		\$ 64,083		98.3%	
453	Long Term Disability Premium - 04	700		23		311		44.4%	
4,795	Pensions - 05	5,100		404		4,588		90.0%	
873	Unemployment Insurance - 07	1,940		139		1,511		77.9%	
2,393	Medical and Hospital - 08	3,200		330		2,619		81.8%	
714	Group Life Insurance - 10	950		42		383		40.3%	
115,590	Advertising and Promotion - 12	50,000		14,896		46,192		92.4%	
1,057	Office Supplies - 21	1,500		217		1,614		107.6%	
186	Entertainment Expense - Sales Manager - 61	1,500		43		780		52.0%	
1,149	Entertainment Expense - Sales Rep. - 63 (1982 Dir. of Marketing)	1,000		11		75		7.5%	
8,189	Travelling - 91	4,000		-507		3,560		89.0%	
4,200	Car Allowance - 92	1,000		-		1,000		100.0%	
653	Memberships & Subscriptions - 93	1,680		-		1,541		91.7%	

Unaudited
Operating Results For

Actual Operating Results For The Year Ended December 31, 1982	Description	Twelve Month 1983 Operating Budget	The Month Of December, 1983	The Year Ended December 31, 1983	Percentage Of Total 1983 Annual Budget Spent Or Achieved
\$ 108,742	Food and Beverage - Administration & Client Services 3321 - 50 -	\$ 89,710	\$ 5,725	\$84,380	94.1%
\$ 87,741	Salaries - 01	\$ 74,650	\$ 5,483	\$74,167	99.4%
736	Gratuity Recoveries on Salaries - 02	(10,370)	(1,861)	(12,276)	118.4%
6,602	Long Term Disability Premium - 04	850	42	644	75.8%
5,304	Pensions - 05	5,670	339	5,602	98.8%
1,229	Workmen's Compensation - 06	6,000	581	5,116	85.3%
3,069	Unemployment Insurance - 07	1,940	140	1,631	84.1%
861	Medical and Hospital - 08	3,000	139	2,052	68.4%
2,700	Group Life Insurance - 10	990	42	608	61.4%
87	Office Supplies and Printing (menus and tickets) - 21	6,000	821	6,411	106.9%
77	Laundry and Rental - 27	-	-	-	-
168	Entertainment Expense - Catering/Client Services - Manager - 60	600	-	236	39.3%
23	Entertainment Expense - Catering/Client Services Rep. (1982-Dir. of Catering) - 61	200	(1)	44	22.0%
145	Travelling - 91	-	-	-	-
	Memberships and Subscriptions - 93	180	-	145	80.6%

Unaudited
Operating Results For

Actual Operating Results For The Year Ended December 31, 1982	Description	Twelve Month 1983 Operating Budget	The Month Of December, 1983	The Year Ended December 31, 1983	Percentage Of Total 1983 Annual Budget Spent Or Achieved
\$ 394,507	Food and Beverage - Kitchen - 3321 - 52 -	\$ 423,220	\$52,367	\$431,398	101.9%
\$ 85,991	Salaries - 01	\$ 100,810	\$ 8,114	\$ 95,178	94.4%
	Gratuity Recovery on Salaries - 02	(20,740)	(3,722)	(24,553)	118.4%
13,781	Temporary Help - Cooks & Kitchen - 03	13,680	2,592	16,067	117.4%
726	Long Term Disability Premium - 04	1,050	47	695	66.2%
7,135	Pensions - 05	8,260	603	7,160	86.7%
2,177	Unemployment Insurance - 07	4,160	327	3,161	76.0%
3,953	Medical and Hospital - 08	5,100	359	4,613	90.5%
30,662	Temporary Help - Stewarding - 09	34,720	5,631	32,981	95.0%
681	Group Life Insurance - 10	980	47	660	67.3%
13,673	Cleaning and Operating Supplies - 23	14,000	242	13,702	97.9%
1,570	Repairs & Maintenance - Kitchen Equipment - 32	9,000	728	8,619	95.8%
234,158	Food Cost - 64	252,000	37,399	273,109	108.4%
-	Rental - Operating Equipment - 88	200	-	6	3.0%

Unaudited
Operating Results For

Actual Operating Results For The Year Ended December 31, 1982	Description	Twelve Month 1983 Operating Budget	The Month Of December, 1983	The Year Ended December 31, 1983	Percentage Of Total 1983 Annual Budget Spent Or Achieved
\$ 416,331	Food and Beverage - Banquet 3321 - 54 -	\$ 487,740	\$56,503	\$466,652	95.7%
\$ 29,632	Salaries - 01	\$ 90,310	\$ 7,565	\$ 81,685	90.4%
24,511	Gratuity Recovery on Salaries - 02	(20,740)	(3,722)	(24,553)	118.4%
150	Temporary Help - Cashiers - 03	26,890	4,148	24,254	90.2%
4,637	Long Term Disability Premium - 04	900	52	429	47.7%
73,168	Pensions - 05	9,560	881	8,821	92.3%
3,284	Temporary Help - Service Staff - 06	77,250	11,110	78,115	101.1%
1,980	Unemployment Insurance - 07	7,600	847	7,199	94.7%
68,714	Medical and Hospital - 08	5,100	331	3,219	63.1%
178	Temporary Help - Porter staff - 09	70,550	7,334	72,154	102.3%
50	Group Life Insurance - 10	800	71	597	74.6%
17,356	Contractual Services - Entertainment - 19	-	-	-	-
5,768	Operating Supplies - 23	21,000	1,297	18,557	88.4%
30,974	Meeting Room Supplies - 24	6,000	1	5,805	96.8%
96	Uniforms, Clothing and Laundry - 27	16,000	1,813	16,037	100.2%
112,737	Linen Cleaning - 28	20,500	2,695	20,994	102.4%
43,096	Repairs to banquet & meeting room equipment - 32	2,500	1,464	2,579	103.2%
	Beverage Costs - 65	119,520	19,081	122,437	102.4%
	Rental - Operating Equipment - 88	34,000	1,535	28,323	83.3%

Unaudited
Operating Results For

<u>Actual</u> <u>Operating</u> <u>Results</u> <u>For The</u> <u>Year Ended</u> <u>December 31,</u> <u>1982</u>		<u>Twelve</u> <u>Month</u> <u>1983</u> <u>Operating</u> <u>Budget</u>		<u>The</u> <u>Month</u> <u>Of</u> <u>December,</u> <u>1983</u>		<u>The Year</u> <u>Ended</u> <u>December 31,</u> <u>1983</u>		<u>Percentage</u> <u>Of Total</u> <u>1983 Annual</u> <u>Budget Spent</u> <u>Or Achieved</u>	
<u>Description</u>									
<u>\$ 475</u>		<u>\$ -</u>		<u>\$18</u>		<u>\$532</u>		<u>-%</u>	
Food and Beverage - Wastage -									
3321 - 58									
\$ -		\$ -		\$ -		\$ -		-	
Food - Wastage - 64									
397		-		18		532		-	
Liquor - Wastage/Breakage - 65									
78		-		-		-		-	
Liquor, Beer, Etc. - Theft - 66									

HAMILTON CONVENTION CENTRE
PART-TIME LABOUR UTILIZATION

REPORT FOR THE PERIOD OF
JANUARY 1, 1983 TO DECEMBER 31, 1983

Part-time Staff	Actual		Budget Based On		Over (under) Budget
	Amount (including 4% Vacation pay accrued) Net Of Recoveries	%	Actual Revenues Achieved	Amount (including 4% Vacation pay accrued) Net Of Recoveries	
Cashiers	\$ 14,601	1.2% (1)		\$ 20,435	\$ (5,834)
Cooks & Kitchen	16,067	1.9% (2)		15,822	245
Stewarding	32,981	2.7% (1)		39,669	(6,688)
Service	77,566	6.5% (1)		86,550	(8,984)
Porter	69,092	4.6% (3)		78,422	(9,330)
Information Desk	11,726	0.78% (3)		18,399	(6,673)
Maintenance Help	3,907	0.26% (3)		13,573	(9,666)
Storeman	6,240	0.41% (3)		11,462	(5,222)
	<u>\$232,180</u>			<u>\$284,332</u>	<u>\$(52,152)</u>

(1) As a % of total food and beverage revenue.

(2) As a % of total food revenue.

(3) As a % of total food, beverage and rental revenue.

COMMENTS BY THE DIRECTOR OF FINANCE:

It should be noted that during the month of December, 1983 the Centre was under-budget in respect of part-time labour to the extent of \$4,393.

HAMILTON CONVENTION CENTRE

ANALYSIS OF FOOD AND BEVERAGE COSTS FOR

THE PERIOD OF JANUARY 1, 1983 TO DECEMBER 31, 1983

<u>Item</u>	<u>Actual</u>		<u>Flexible Budget Based on Achieved Sales Level</u>		<u>Over (Under) Budget</u>
	<u>Amount</u>	<u>%</u>	<u>Amount</u>	<u>%</u>	
Food Costs	\$ 273,109	32.8%	\$ 291,455	35.0%	\$ (18,346)
Beverage Costs	<u>122,969</u> <u>\$ 396,078</u>	33.3%	<u>132,966</u> <u>\$ 424,421</u>	36.0%	<u>(9,997)</u> <u>\$ (28,343)</u>

COMMENTS BY THE DIRECTOR OF FINANCE:

For the month of December, 1983, the Centre realized food and beverage cost percentages of 32.4% and 32.1%, respectively. This resulted in December being under-budget by \$5,356. in respect of total food and beverage costs.

HAMILTON CONVENTION CENTRE
A COMPARISON OF INVENTORIES

AT DECEMBER 31, 1983

WITH THAT AT

SEPT. 30, 1983, JUNE 30, 1983,

MARCH 31, 1983 AND DEC. 31, 1982

Type of Inventory	December 31, 1983	September 30, 1983	June 30, 1983	March 31, 1983	December 31, 1982
Liquor/Wine/Beer	\$ 23,404.26	\$ 50,116.16	\$ 28,039.73	\$ 32,127.88	\$ 32,282.20
Food	18,349.39	29,919.19	19,323.59	23,250.66	23,736.45
Tobacco	459.01	485.79	312.36	459.29	386.58
Dry Goods	11,062.60	11,089.74	8,762.31	10,933.32	12,307.84
Pop Cannisters	4,644.00	4,446.00	3,540.00	4,538.00	4,400.00
	<u>\$ 57,919.26</u>	<u>\$ 96,056.88</u>	<u>\$ 59,977.99</u>	<u>\$ 71,309.15</u>	<u>\$ 73,113.07</u>

COMMENTS BY THE DIRECTOR OF FINANCE:

Our year - end inventory position for 1983 has been reduced by \$15,193.81 from that on hand at December 31, 1982.

HAMILTON CONVENTION CENTRE

AGING OF ACCOUNTS RECEIVABLE

AS AT DECEMBER 31, 1983

Total Accounts Receivable	30 Days Or Less	31 To 60 Days	61 To 90 Days	Over 90 Days
\$ 116,683	\$ 111,912 (1)	\$ 4,262 (2)	\$ 509 (3)	-
100%	95.9%	3.7%	.4%	

- 1) As at February 10, 1984 subsequent payments of \$110,861.00 have been received.
- 2) As at February 10, 1984 subsequent payments of \$4162.00 have been received.
- 3) As at February 10, 1984 subsequent payments of \$449.00 have been received.

COMMENT: No allowance for bad debts is considered necessary.

HAMILTON CONVENTION CENTRE
UNAUDITED OPERATING RESULTS
FOR THE ONE MONTH

PERIOD ENDED JANUARY 31, 1984

I N D E X

OPERATING RESULTS FOR
THE ONE MONTH
PERIOD ENDED JANUARY 31, 1984

Introduction

Revenue recap 3301
Rental Revenues 3301 - 10
Food & Beverage Banquets 3301 - 20
Other Revenue 3301 - 30

Expenditures Recap 3321
Administration 3321 - 01
Information Desk 3321 - 06
Building Maintenance 3321 - 10
Purchasing/Receiving 3321 - 20
Marketing/Sales 3321 - 30
Food & Beverage - Administration 3321 - 50
Food & Beverage - Kitchen 3321 - 52
Food & Beverage - Banquets 3321 - 54
Food & Beverage - Wastage 3321 - 58
Part-Time Labour Utilization Report
Analysis of Food & Beverage Costs
Inventories
Aging of Accounts Receivable

Account Number 3301 indicates Revenues

Account Number 3321 indicates Expenditures

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HAMILTON CONVENTION CENTRE
UNAUDITED FINANCIAL REPORT FOR THE
MONTH ENDED JANUARY 31, 1984

Enclosed are the operating results for the month of January, 1984 which indicate a deficit of approximately \$49,000. This compares favorably with both January's budgeted deficit of \$60,000 and last year's actual deficit of \$54,992 for the month of January. This reduction in the deficit for January was due primarily to revenues for the month exceeding both budget by \$31,175 or 41.5% and last year's actual revenues for January by \$41,406 or 63.9%.

It should, however, be noted that January, 1984's operating results were not all favorable. An area of concern is the Centre's food and beverage costs (see page 20), which were significantly over-budget for the month.

With respect to part-time labor costs (see page 19), it should be noted that a large portion of the budget overage in January relates to the cost of taking our annual inventory of equipment and supplies.

If you have any questions, please do not hesitate to contact either the general manager, Mr. William Penfold or myself.

Yours very truly,

John A. Leuser

John A. Leuser, B.Comm., C.A.
Director of Finance
February 11, 1984

JAL/cr

10/1/22

Received of the
Director of the
Bureau of the Census

for the year 1921

for the year 1921

for the year 1921

for the year 1921

for the year 1921

for the year 1921

for the year 1921

for the year 1921

for the year 1921

HAMILTON CONVENTION CENTRE

Account Number 3301 indicates Revenue detail

Account Number 3321 indicates Expense detail

Actual Operating Results For The Month Of January 31, 1983	Description	Budgeted Operating Results For The Year Ended December 31, 1984	The Month Of January 31, 1984	Actual Operating Results For The Month Of January 31, 1984	Percentage Of Total 1984 Annual Budget Spent Or Achieved
	<u>Revenue:</u>				
\$ 10,379	Rentals, etc, 3301 - 10	\$ 311,150	\$ 10,600	\$ 13,113	4.2%
51,095	F & B Banquets, etc. 3301-20	1,257,000	60,350	87,871	7.0%
3,345	Other Operating Revenue 3301-30	81,850	4,100	5,241	6.4%
\$ 64,819	Revenue from Operations	\$1,650,000	\$ 75,050	\$ 106,225	6.4%
\$ 119,811	Less Total Expenditures as shown on page 6.	2,096,950	135,050	155,225	7.4%
\$ 54,992	Excess of Expenditures Over Revenue From Operations	\$ 446,950	\$ 60,000	\$ 49,000	11.0%
	Contribution from the City Of Hamilton 3301-02	446,950 (1)	60,000	60,000	13.4%
	Budgetary Surplus	\$ Nil	\$ Nil	\$ 11,000	

Note: It should be noted that:

- (a) The operating statements have been prepared on the accrual basis of accounting; and
 (b) No provision has been made in the operating statement in respect of the litigation.
- (1) An additional \$43,050 in funds is being held in the City's Contingency Reserve in order to provide for 1984 salary and wage rate increases.

Actual Operating Results For The Month Of January 1983	Description	The Year Ended December 31, 1984	Budgeted Operating Results For The Month Of January 31, 1984	Actual Operating Results For The Month Of January 31, 1984	Percentage Of Total 1984 Annual Budget Spent Or Achieved
\$ 10,379	Rentals - 3301 - 10 -	\$ 311,150	\$ 10,600	\$ 13,113	4.2%
\$ -	Wentworth Exhibition Hall - -10	108,000		\$ 2,000	1.9%
475	Display Windows - 11	5,500		825	15.0%
3,510	Albion Room - 20	40,000		1,268	3.2%
255	Meeting Room No. 201 - 21	1,950		42	2.2%
375	Meeting Room No. 202 - 22	9,200		125	1.4%
385	Meeting Room No. 203 - 23	5,700		440	7.7%
180	Meeting Room No. 204 - 24	1,500		-	-
255	Meeting Room No. 205 - 25	3,600		217	6.0%
494	Meeting Room No. 206 - 26	9,000		247	2.7%
3,100	Chedoke Banquet Hall - 30	91,000		4,822	5.3%
1,250	Webster Room - 31	24,000		2,420	10.1%
-	Meeting Room No. 314 - 32	7,700		165	2.1%
100	Hamilton Convention & Show Services - 40	1,500		100	6.7%
-	Piano Rentals - 55	1,000		40	4.0%
-	Rental of Tables, Chairs, Etc. - 60	1,500		402	26.8%

Actual Operating Results For The Month Of January 1983	Budgeted Operating Results For		Description	Actual Operating Results For The Month Of January 31, 1984		Percentage Of Total 1984 Annual Budget Spent Or Achieved
	The Year Ended December 31, 1984	The Month Of January 31, 1984				
\$ 51,095	\$ 1,257,000	\$ 60,350	Food & Beverage Sales -	\$ 87,871	7.0%	
\$ 34,381	\$ 815,000		Banquet - 3301 - 20 -	\$ 51,808	6.4%	
3,120	53,000		Food - 10	2,510	4.7%	
5,805	145,000		Coffee, Juice (non-bar)	14,663	10.1%	
1,086	100,000		Soft Drinks - 15	6,243	6.2%	
6,171	127,000		Liquor - 35	11,930	9.4%	
532	17,000		Beer - 40			
			Wine - 45			
			Soft Drinks (bar) and			
			Fruit Punch - 50	717	4.2%	

Actual Operating Results For The Month Of January 1983			Budgeted Operating Results For The Year Ended December 31, 1984		The Month Of January 31, 1984	Actual Operating Results For The Month Of January 31, 1984	Percentage Of Total 1984 Annual Budget Spent Or Achieved
	EXPENDITURES - 3321 -						
\$ 29,458	Administration - 01	\$ 335,060	\$ 27,583	\$ 25,954	7.7%		
676	Information Desk - 06	18,800	883	1,668	8.9%		
21,460	Building Maintenance - 10	353,720	25,150	26,746	7.6%		
2,232	Purchasing/Receiving - 20	32,870	2,466	2,762	8.4%		
6,782	Marketing & Sales Promotion - 30	262,310	13,175	12,406	4.7%		
9,296	F & B Administration - 50	78,060	6,681	6,199	7.9%		
23,024	F & B Kitchen - 52	480,510	26,893	36,334	7.6%		
26,880	F & B Banquet - 54	535,620	32,219	43,151	8.1%		
3	F & B Wastage - 58	-	-	5	-		
\$ 119,811		\$2,096,950	\$ 135,050	\$ 155,225	7.4%		

Actual Operating Results For The Month Of January 1983	Budgeted Operating Results For		Actual Operating Results For The Month Of January 31, 1984	Percentage Of Total 1984 Annual Budget Spent Or Achieved
	The Year Ended December 31, 1984	The Month Of January 31, 1984		
\$ 29,458	\$ 335,060	\$ 27,583	\$ 25,954	7.7%
\$ 16,394	\$ 210,640	\$ 17,755	17,070	8.1%
-	1,990	1,200	1,176	59.1%
150	Long Term Disability Premium - 04	157	157	8.4%
1,200	Pensions - 05	1,298	1,200	7.8%
312	Unemployment Insurance - 07	369	320	7.3%
590	Medical & Hospital - 08	742	700	8.0%
180	Group Life Insurance - 10	246	230	7.9%
1,443	Telephones - 11	1,600	1,605	8.2%
185	Recruiting Costs - 12	-	-	-
142	Postage - 16	50	25	1.0%
257	Office Supplies & Stationery - 21	300	100	1.4%
5	Compensation to Client/Guest For Lost Items, Cleaning, etc. - 25	17	-	-
-	Repairs & Maintenance - Office Equipment - 31	83	-	-
-	Licences and Permits - 43	-	-	-
-	Bank Charges - 44	20	20	20.0%

Actual Operating Results For The	1983	Description	Budgeted Operating Results For		Actual Operating Results For The Month Of January 31, 1984	Percentage Of Total 1984 Annual Budget Spent Or Achieved	
			The Year Ended December 31, 1984	The Month Of January 31, 1984			
			\$	\$			
\$	31	Service Charges - 45	\$	300	\$	80	26.7%
-	-	Brink's Charges - Trans- portation of Money - 46		800		72	9.0%
-	-	Credit Bureau Charges - 47		100		8	4.0%
-	-	Provision For Collection Fees - 48		200		16	-
500		Provision For Bad Debts - 49		4,800		400	8.3%
3,630		Consultant's Fee - 56		-		-	-
58		Entertainment Expenses - General Manager - 61		1,560		100	1.3%
-	-	Board of Directors Meetings -		632,240		70	0.8%
-	-	Office Equipment - 71		500		-	-
1,349		Rental - Office Equipment - 83		22,000		1,350	4.9%
-	-	Travelling - 91		2,460		70	2.8%
145		Memberships & Subscriptions - 93		2,100		527	25.1%
-	-	Training Courses - 94		3,300		275	7.9%
1,060		Audit Fees - 97		10,000		833	8.3%
1,827		Legal Fees - 98		8,000		-	-

Actual Operating Results For The Month Of January 1983	Description	Budgeted Operating Results For		Actual Operating Results For The Month Of January 31, 1984	Percentage Of Total 1984 Annual Budget Spent Or Achieved
		The Year Ended December 31, 1984	The Month Of January 31, 1984		
\$ 676	Information Desk - 3321 - 06 -	\$ 18,800	\$ 883	\$ 1,668	8.9%
511	Temporary Help - 02	\$ 15,430	\$ 698	\$ 1,328	8.6%
8	Pensions - 05	260	12	25	9.6%
20	Unemployment Insurance - 07	560	25	45	8.0%
83	Tobacco Supplies - 23	1,900	94	216	11.4%
54	Cigarette Machine Rental - 87	650	54	54	8.3%

Actual Operating Results For The Month Of January 1983		Budgeted Operating Results For The Year Ended December 31, 1984		The Month Of January 31, 1984		Actual Operating Results For The Month Of January 31, 1984		Percentage Of Total 1984 Annual Budget Spent Or Achieved
\$ 21,460	Building Maintenance - 3321 - 10 -	\$ 353,720		\$ 25,150		\$ 26,746	7.6%	
\$ 1,421	Salaries - 01	\$ 18,980		\$ 1,600		\$ 1,608	8.5%	
-	Temporary Help - 02	3,610		163		-	-	
-	Long Term Disability Premium - 04	170		14		14	8.2%	
110	Pensions - 05	1,510		127		120	7.9%	
45	Unemployment Insurance - 07	830		69		60	7.2%	
108	Medical & Hospital - 08	1,340		113		110	8.2%	
14	Group Life Insurance - 10	190		16		15	7.9%	
500	Water Rates and Sewer Surcharge - 13	6,900		575		525	7.6%	
-	Garbage Disposal - 19	1,500		-		224	14.9%	
-	Decorations - 21	1,000		-		-	-	
407	Cleaning & Washroom Supplies -22	4,500		375		213	4.7%	
-	Operating Supplies - 23	1,200		100		44	3.7%	
6,890	Repairs & Maintenance - Co-Ordinator's Responsibilities (0333-0999) - 31	112,390		9,366		9,366	8.3%	
893	Repairs & Maintenance - Building - 33	31,000		1,400		1,745	5.6%	

Actual Operating Results For The Month Of January 1983	Description	Budgeted Operating Results For		Actual Operating Results For The Month Of January 31, 1984	Percentage Of Total 1984 Annual Budget Spent Or Achieved
		The Year Ended December 31, 1984	The Month Of January 31, 1984		
\$ 2,670	Insurance - Fire and Liability - 42	\$ 31,000	\$ 2,583	\$ 2,583	8.3%
2,352	Contractual Services - Janitorial - 57	50,000	2,600	3,641	7.3%
5,467	Contractual Services - Security - 58	69,000	4,500	4,754	6.9%
546	Contractual Services - Various - 60	9,000	750	1,127	12.5%
-	Security-Recoverable From Events - 61	8,000	666	597	7.5%
37	Small Tools -73	400	33	-	-
-	Rental-Maintenance Equipment - 88	200	17	-	-
-	Miscellaneous Equipment Purchases (Less Than \$750) - 89	1,000	83	-	-

Actual Operating Results For The Month Of January 1983	Description	Budgeted Operating Results For		Actual Operating Results For The Month Of		Percentage Of Total 1984 Annual Budget Spent Or Achieved
		The Year Ended December 31, 1984	The Month Of January 31, 1984	January 31, 1984		
\$ 2,232	Purchasing/Receiving - 3321 - 20 -	\$ 32,870	\$ 2,466	\$ 2,762	8.4%	
\$ 1,599	Salaries - 01	\$ 20,780	1,752	1,759	8.5%	
312	Temporary Help - 02	7,580	343	654	8.6%	
16	Long Term Disability Premium - 04	190	16	15	7.9%	
117	Pensions - 05	1,670	135	135	8.1%	
65	Unemployment Insurance - 07	900	72	72	8.0%	
108	Medical & Hospital - 08	1,340	113	110	8.2%	
15	Group Life Insurance - 10	210	18	17	8.1%	
-	Operating Supplies - 23	200	17	-	-	

Actual Operating Results For The Month Of January 1983	Budgeted Operating Results For The Year Ended December 31, 1984	The Month Of January 31, 1984	Actual Operating Results For The Month Of January 31, 1984	Percentage Of Total 1984 Annual Budget Spent Or Achieved
Description				
<u>\$ 9,296</u>	<u>\$ 78,060</u>	<u>\$ 6,681</u>	<u>\$ 6,199</u>	<u>7.9%</u>
Food and Beverage -				
Client Services -				
General Administration				
3321 - 50 -				
\$ 6,478	\$ 67,460	\$ 5,686	\$ 5,757	8.5%
(489)	(13,470)	(648)	(925)	6.9%
Salaries - 01				
Gratuity Recoveries on				
Salaries - 02				
Long Term Disability				
Premium - 04				
71	580	49	49	8.4%
Pensions - 05				
473	5,100	430	410	8.0%
2,200	6,000	500	500	8.3%
Workmen's Compensation - 06				
145	1,770	149	140	7.9%
Unemployment Insurance - 07				
198	2,440	206	140	5.7%
Medical and Hospital - 08				
56	660	56	53	8.0%
Group Life Insurance - 10				
Office Supplies and Printing				
- 21	5,500	100	75	1.4%
Entertainment Expenses -				
Client Services Manager - 60				
-	630	52	-	-
Entertainment Expenses -				
Client Services Representative				
19	210	18	-	-
- 61				
Memberships and Subscriptions				
145	180	-	-	-
- 93				
Training Courses - 94				
-	1,000	83	-	-

Actual Operating Results For The Month Of January 1983	Description	Budgeted Operating Results For The Year Ended December 31, 1984	The Month Of January 31, 1984	Actual Operating Results For The Month Of January 31, 1984	Percentage Of Total 1984 Annual Budget Spent Or Achieved
\$23,024	Food and Beverage - Kitchen 3321 - 52 -	\$ 480,510	\$ 26,893	\$36,334	7.6%
\$ 6,849	Salaries - 01	\$ 112,930	\$ 8,435	\$ 8,769	7.8%
(978)	Gratuity Recovery on Salaries - 02	(26,950)	(1,294)	(1,851)	6.9%
181	Temporary Help - Cooks and Kitchen Help - 03	11,570	556	1,006	8.7%
75	Long Term Disability Premium - 04	1,050	80	58	5.5%
530	Pensions - 05	9,320	700	700	7.5%
265	Unemployment Insurance - 07	4,450	370	370	8.3%
341	Medical and Hospital - 08	5,100	330	330	6.5%
1,294	Temporary Help - Stewarding - 09	38,300	1,839	3,473	9.1%
62	Group Life Insurance - 10	1,120	70	60	5.4%
995	Cleaning and Operating Supplies - 23	15,000	845	1,468	9.8%
47	Repairs and Maintenance - Kitchen Equipment - 32	7,000	400	366	5.2%
13,363	Food Cost - 64	299,520	14,387	21,585	7.2%
-	Rental - Operating Equipment - 88	100	8	-	-
-	Miscellaneous Equipment (Purchases less than \$750) - 89	2,000	167	-	-

Actual Operating Results For The Month Of January 1983	Description	Budgeted Operating Results For		Actual Operating Results For The Month Of January 31, 1984		Percentage Of Total 1984 Annual Budget Spent Or Achieved
		The Year Ended December 31, 1984	The Month Of January 31, 1984			
		\$	\$	\$	\$	
\$ 26,880	Food and Beverage - Banquet 3321 - 54 -	\$ 535,620	\$ 32,219	\$ 43,151	8.1%	
\$ 5,871	Salaries - 01	\$ 93,220	\$ 7,857	\$ 7,943	8.5%	
(978)	Gratuity Recovery on Salaries - 02	(26,950)	(1,294)	(1,851)	6.9%	
909	Temporary Help - Cashiers - 03	24,140	2,694	2,921	12.1%	
40	Long Term Disability Premium - 04	910	77	60	6.6%	
540	Pensions - 05	10,420	860	860	8.3%	
3,363	Temporary Help - Service Staff - 06	85,960	4,130	6,417	7.5%	
320	Unemployment Insurance - 07	7,800	600	600	7.7%	
198	Medical and Hospital - 08	4,540	378	332	7.3%	
4,497	Temporary Help - Porter Staff - 09	82,490	3,748	6,440	7.8%	
50	Group Life Insurance - 10	940	79	75	8.0%	
-	Contractual Services - Entertainment - 19	-	-	-	-	
2,638	Operating Supplies - 23	22,000	1,000	964	4.4%	
910	Meeting Room Supplies - 24	4,000	333	722	18.1%	
856	Uniforms, Clothing and Laundry - 27	18,000	900	967	5.4%	
837	Linen Cleaning - 28	22,500	1,000	1,300	5.8%	

Actual Operating Results For The Month Of January, 1983	Description	Budgeted Operating Results For		Actual Operating Results For The Month Of January 31, 1984	Percentage Of Total 1984 Annual Budget Spent Or Achieved
		The Year Ended December 31, 1984	The Month Of January 31, 1984		
\$ -	Repairs to banquet and meeting room equipment - 32	\$ 2,000	\$ 167	\$ -	8.4%
5,088	Beverage Costs - 65	136,150	6,528	12,748	9.4%
-	Replacement - China - 71	3,000	250	-	-
-	Replacement - Glassware - 72	5,000	417	-	-
-	Replacement - Silver - 73	1,500	125	-	-
-	Replacement - Linen (Felt and Skirting) - 74	4,000	333	-	-
1,741	Rental - Operating Equipment - 88	32,000	1,870	2,653	8.3%
-	Miscellaneous Equipment Purchases (Less than \$750) - 89	2,000	167	-	-

Actual Operating Results For The Month Of January 1983	Description	Budgeted Operating Results For		Actual Operating Results For The Month Of January 31, 1984	Percentage Of Total 1984 Annual Budget Spent Or Achieved
		The Year Ended December 31, 1984	The Month Of January 31, 1984		
\$ 3	Food and Beverage - Wastage and Staff Refreshment 3321 - 58	\$ -	\$ -	\$ 5	-
3	Liquor - Wastage/Breakage - 65	-	-	5	-
-	Liquor, Beer, Etc. - Theft - 66	-	-	-	-

HAMILTON CONVENTION CENTRE

PART-TIME LABOUR UTILIZATION

REPORT FOR THE MONTH OF

JANUARY, 1984

Part-Time Staff	Actual Amount (including 4% Vacation pay accrued) Net Of Recoveries	%	Budget Based On Actual Revenues Achieved Amount (including 4% Vacation pay accrued) Net Of Recoveries	%	Over (under) Budget
Cashiers	\$ 954	1.1% (1)	\$ 1,054	1.2%	\$ (100)
Cooks & Kitchen	1,006	1.9% (2)	722	1.33%	284
Stewarding	3,473	4.0% (1)	2,636	3.0%	837
Service	6,399	7.3% (1)	5,975	6.8%	424
Porter	6,422	6.4% (3)	5,049	5.0%	1,373
Information Desk	1,328	1.3% (3)	994	.984%	334
Maintenance Help	-	- (3)	232	.23%	(232)
Storeman	654	0.65% (3)	488	.483%	166
	<u>\$20,236</u>		<u>\$ 17,150</u>		<u>\$ 3,086</u>

(1) As a % of total food and beverage revenue.

(2) As a % of total food revenue.

(3) As a % of total food, beverage and rental revenue.

HAMILTON CONVENTION CENTRE

ANALYSIS OF FOOD AND BEVERAGE COSTS FOR

THE MONTH OF JANUARY, 1984

<u>Item</u>	<u>Actual</u>		<u>Budget</u>		<u>Over (Under) Budget</u>
	<u>Amount</u>	<u>%</u>	<u>Amount</u>	<u>%</u>	
Food Costs	\$ 21,585	39.7%	\$ 18,740	34.5%	\$ 2,845
Beverage Costs	<u>12,753</u>	38.0%	<u>11,744</u>	35.0%	<u>1,009</u>
	<u>\$ 34,338</u>		<u>\$ 30,484</u>		<u>\$ 3,854</u>

COMMENTS BY THE DIRECTOR OF FINANCE:

The unfavorable results above are under study by management to determine what appropriate action is required.

HAMILTON CONVENTION CENTRE

A COMPARISON OF INVENTORIES

AT JANUARY 31, 1984

WITH THAT AT

DECEMBER 31, 1983

AND DECEMBER 31, 1982

<u>Type of Inventory</u>	<u>January 31, 1984</u>	<u>December 31, 1983</u>	<u>December 31, 1982</u>
Liquor/Wine/Beer	\$ 23,588.94	\$ 23,404.26	\$ 32,282.20
Food	17,302.25	18,349.39	23,736.45
Tobacco	497.88	459.01	386.58
Dry Goods	11,605.14	11,062.60	12,307.84
Pop Cannisters	3,015.00	4,644.00	4,400.00
	<u>\$ 56,009.21</u>	<u>\$ 57,919.26</u>	<u>\$ 73,113.07</u>

HAMILTON CONVENTION CENTRE
AGING OF ACCOUNTS RECEIVABLE

AS AT JANUARY 31, 1984

Total Accounts Receivable	30 Days Or Less	31 To 60 Days	61 To 90 Days	Over 90 Days
\$ 74,517	\$ 72,233 (1)	\$ 2,124 (2)	100	\$ 60
100%	96.9%	2.9%	.12%	.08%

- (1) As at February 21, 1984 subsequent payments of \$48,327.54 have been received.
 (2) As at February 21, 1984 subsequent payments of \$1,073 have been received.



HAMILTON CONVENTION CENTRE

February 16, 1984

MEMO TO

OPERATIONS AND AUDIT/FINANCE COMMITTEES

ON CAPITAL PURCHASES

There are a number of capital items required to facilitate operations at the Centre. Two of them add to the facilities already available for the physically disabled and two others are signage additions, so badly needed. Attached are a total of six items with rationale and quotes included; the quote includes taxes and a 10% increase factor. A summary follows:

Automatic Door Openers - Summers Lane	\$ 4,400.00
Emergency Telephone in Passenger	
Elevators	1,350.00
Sign Machine	1,800.00
Illuminated Sign	1,150.00
Modification to Exterior Paving Bricks	1,300.00
Banquet Service Carts	1,850.00
 TOTAL:	 \$11,850.00

It is therefore recommended that a sum not to exceed \$11,850 be expended for the purchase of the above capital items.

William J. Penfold,
General Manager.

WJP:bc

UNITED STATES DEPARTMENT OF AGRICULTURE

Washington, D. C.

1914

Report of the

Commissioner of

the General Land Office, Department of the Interior, in response to a resolution of the Senate, passed March 1, 1914, relating to the disposal of the public lands.

Submitted in compliance with the resolution of the Senate, passed March 1, 1914, relating to the disposal of the public lands.

Approved: _____

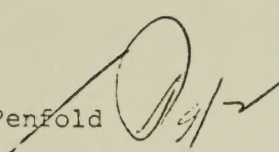
Special Agent in Charge

It is recommended that the proposed disposal of the public lands be approved.



Special Agent in Charge

MEMO TO:

William Penfold 

FROM:

Stephen Dockman

DATE:

February 9, 1984

RE:

Automatic Door Openers - Summers Lane

In order to allow access and egress to and from the facility for the physically disabled, it is necessary to install two automatic door openers along with four control switches on two sets of doors off of Summers Lane. It is suggested that these units be mounted on the doors to the far right as you enter the facility.

Quotations have been received from the following:

Ontario Door Controls Limited

Supply and install two Gyro-Tech
Dual Access System #500 door operators
as well as the supply and installation
of four surface mounted wall switches
engraved with the handicap logo
and "Push to Open"

\$ 3730.00

Radio controlled wall switches in lieu
of surface wiring

255.00

It should be noted that electrical costs of
approximately \$200.00 are included in the quotation

Total Access Systems Ltd.

Supply and install two Series #450
Besam Automatic Operators complete
with wireless activating buttons

6952.50

Stanley Magic Door

Supply and install two Stanley Magic
Automatic Door Openers and four push plates

3400.00

Wireless wall controls

450.00

It should be noted that the Stanley Power
Access unit is designed for light duty
applications and is not suitable for the
heavy exterior doors at Summers Lane

.... /

[Handwritten signature]

WILLIAM H. HARRIS

Page 1

WILLIAM H. HARRIS

Page 2

January 2, 1952

Page 3

WILLIAM H. HARRIS - Attorney at Law

Page 4

In order to allow within the above to and from the parties, the
the following is hereby stated, it is necessary to state the following
that the parties have agreed to the following: It is agreed that the parties
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WILLIAM H. HARRIS - Attorney at Law

WILLIAM H. HARRIS - Attorney at Law

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WILLIAM H. HARRIS

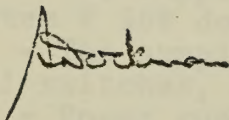
WILLIAM H. HARRIS

In order to retain the present appearance of the entrance to the building, it is recommended that radio controlled wall switches be installed to avoid the unpleasant sight of wiring and wiring molds.

It is recommended that we purchase two Gyro-Tech Dual Access System #500 door operators complete with four radio controlled wall switches from Ontario Door Controls in accordance with their quotation for the total cost of \$3985.00 including all taxes and installation.

Regarding my recommendations the following points should be noted:

- 1) Ontario Door Controls offer a two year warranty including parts and service.
- 2) Ontario Door Controls is a Hamilton Company, thereby being able to provide a better maintenance service.
- 3) The quotation from Ontario Door Controls includes the electrical service necessary to install the equipment.



Stephen H. Dockman
Director of Operations

cc.: John Leuser

SD:gh

The purpose of this report is to provide information on the status of the project as of the end of the reporting period. The project is currently in the planning stage and no work has been completed.

The project is currently in the planning stage and no work has been completed. The project is currently in the planning stage and no work has been completed.

The project is currently in the planning stage and no work has been completed.

The project is currently in the planning stage and no work has been completed.

The project is currently in the planning stage and no work has been completed.

The project is currently in the planning stage and no work has been completed.

Signature

John Doe

Date

Page

ONTARIO DOOR CONTROLS LIMITED

AUTOMATIC SERVICE EXPERTS

77 PARK STREET NORTH
HAMILTON, ONTARIO
L8R 2M8
TELEPHONE (416) 522-0818

296 EGERTON STREET
LONDON, ONTARIO
N5Z 2G7
TELEPHONE (519) 453-8911

2465 HOWARD AVENUE
WINDSOR, ONTARIO
N8X 3V7
TELEPHONE (519) 256-3035

195 NATCHEZ RD., SUITE 404
KITCHENER, ONTARIO
N2B 1W2
TELEPHONE (519) 742-7411

PLEASE ADDRESS REPLY TO:

77 Park St. N.

November 25, 1983

FILE NO.

Mr. S. H. Dockman, Director of Operations
Hamilton Convention Centre
115 King Street West
HAMILTON, Ontario
L8P 4T9

Re: New door operators for the handicapped
Entrance on Summer's Lane

Dear Mr. Dockman;

Further to our conversation, following is our quotation for new door operators as requested.

Our work is to include:

- The supply and installation of two Gyro-Tech Dual Access System # 500 door operators (1 - interior, 1 - exterior door).
- The supply and installation of four (4) surface mounted wall switches, engraved with the handicap logo and "Push to Open".
- Power supply and low voltage wiring to the wall switches is included. However, please note that in view of the entranceway construction, most wiring must be run on the surface inside wire-molds, but will be run concealed wherever possible.

Your price for the above, including all taxes and installation is ... \$ 3,730.00.

Extra: To use radio controlled wall switches in lieu of surface wiring, add ... \$ 255.00.

Being fully aware of your concern for keeping maintenance and service costs to a minimum, I would point out that Gyro-Tech equipment carries a full two year warrantee, including parts and service.

Should you see fit, a 30 minute demonstration of the equipment can be arranged at your office, at your convenience.

Yours very truly,

ONTARIO DOOR CONTROLS LIMITED

Sam Borsellino

SJB:ba

S. J. Borsellino

Gyro-Tech by O.D.C. - Leaders in Southwestern Ontario

ONTARIO POWER CONTROLS LIMITED

1000 SHEPPARD AVENUE EAST

1000 SHEPPARD AVENUE EAST
TORONTO, ONTARIO
M2X 1L7

1000 SHEPPARD AVENUE EAST
TORONTO, ONTARIO
M2X 1L7

1000 SHEPPARD AVENUE EAST
TORONTO, ONTARIO
M2X 1L7

1000 SHEPPARD AVENUE EAST
TORONTO, ONTARIO
M2X 1L7

1000 SHEPPARD AVENUE EAST

November 15, 1966

77 Park St. N.

1000 SHEPPARD AVENUE EAST

Mr. J. M. Deane, Director of Operations
Hamilton Corporation
111 King Street West
Hamilton, Ontario
L8P 1T7

Re: New door operators for the handiapped
Entrance on Queen's Lane

Dear Mr. Deane:

Further to our conversation, following is our quotation for
new door operators as requested.

Our work is included:

- The supply and installation of two (2) new handiapped
System 1000 door operators (1 - exterior, 1 - interior door).
- The supply and installation of four (4) new handiapped
wall switches, engraved with the handiapped logo and "Push to Open".
- Power supply and low voltage wiring to the wall switches as
indicated. However, please note that in view of the emergency
construction, most wiring must be run on the surface for low
noise, but will be run concealed wherever possible.

Your price for the above, including all taxes and
installation is ... \$ 1,150.00.

Enter: To use radio controlled wall switches in 1966 or
outdoor wiring, add ... \$ 150.00.

Being fully aware of your concern for handiapped entrance and
exit doors as a business, I would point out that your handiapped
equipment carries a full year warranty, including parts and
service.

Should you see fit, a 30 minute demonstration of the equipment
can be arranged at your office, at your convenience.

Yours very truly,

ONTARIO POWER CONTROLS LIMITED
John Smith

S. J. Smith

1000 SHEPPARD AVENUE EAST

1000 SHEPPARD AVENUE EAST - TORONTO, ONTARIO

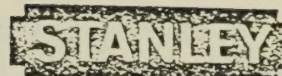
STANLEY MAGIC-DOOR®

DIVISION OF STANLEY CANADA INC.

DIVISION DE STANLEY CANADA INC.

☐ 42 Queen Elizabeth Blvd.,
Toronto, Ontario M8Z 1M1
(416) 252-7301

☐ 71 boul. Hymus,
Pointe-Claire, Quebec H9R 1E2
(514) 697-7050



HAMILTON CONVENTION CENTRE
115 King St. W.
Hamilton, Ont.
L8P 4T9

Att: Mr. Steve Dockman

Quote No. 84-Q433

N° Soumission

Date: Jan. 23/84

Project: Automating two front

entrance doors at 115 King St. W.

Gentlemen/Monsieur:

Thank you for your inquiry. We are pleased to quote as follows:

Merci pour votre demande de soumission, il nous fait plaisir de soumissionner ce qui suit:

To supply and install (except as noted) the following equipment:

QUOTATION NO. 1

Two only Stanley Power Access Automatic Door Openers, complete with four flush mounted touch control units, (See the attached brochure for all the standard features) insuring a safe, reliable, maintenance free automatic door installation.

Total price (inc. both taxes and one year warranty) \$ 2,126.00

Extra for wireless wall controls \$ 609.00

OPTION NO. 2

Two only Stanley Magic Swing Automatic Door Opener and closer complete with headers, door arms and four C-8 push plates.

Total price (inc. both taxes and one year warranty) \$ 3,400.00

Extra for wireless wall controls \$ 450.00

WORK BY OTHERS:

- Electric service (115VAc, 15 Amps) to operators and electric service (24VAC) from operators to touch controls.

Trusting to be favoured with your valued order, I remain,

Yours, truly,

James Langdon

Enc.

This quotation remains valid 30 days, after which it is not binding.

Terms: Net 30 Days. Subject to approval of our Credit Dept.

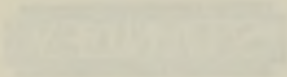
Cette soumission sera honorée pour 30 jours, nous ne pouvons garantir notre prix au delà de ce delais.

Conditions: Net 30 jours. Sujet à l'approbation par notre bureau de credit.

See reverse side for conditions applying to this quotation.
Voir au verso les conditions s'appliquant à cette soumission.

STANLEY MAGDOOB

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JAN 12 1984

QUOTATION

Mr. S. Dockman,
TO HAMILTON CONVENTION CENTRE
115 King St. W.,
Hamilton, Ontario - L8P 4T9

QUOTATION DATE

January 5, 1984

SHIP TO

PROJECT:

YOUR ORDER NO.	DATE SHIPPED	SHIPPED VIA	F.O.B. POINT	TERMS	
				Net 30 Days	
QUANTITY	DESCRIPTION			UNIT PRICE	TOTAL
	Re: <u>Automatic Door Openers.</u>				
	To supply and install two (2) single, surface mounted, Series #450 Besam Automatic Operators to operate one side only of two (2) simultaneous pairs of doors, complete with activating buttons wireless type. All aluminum to be Bronze Anodized.				
	Material				\$ 5,750.00
	7% Provincial Tax				402.50
	Labour				800.00
					\$ 6,952.50
	Note: 115V single phase power outlet to each header location by others.				
	JAN 12 1984				

WE ARE PLEASED TO SUBMIT THE ABOVE QUOTATION FOR YOUR CONSIDERATION. SHOULD YOU PLACE AN ORDER, BE ASSURED IT WILL RECEIVE OUR PROMPT ATTENTION. THIS QUOTATION IS SUBJECT TO THE CONDITIONS PRINTED BELOW, AND IS VALID FOR 30 DAYS. THEREAFTER IT IS SUBJECT TO CHANGE WITHOUT NOTICE. THE PRICES AND TERMS ON THIS QUOTATION ARE NOT SUBJECT TO VERBAL CHANGES. ALL QUOTATIONS AND AGREEMENTS ARE CONTINGENT UPON STRIKES, ACCIDENTS, FIRES, AVAILABILITY OF MATERIALS AND ALL OTHER CAUSES BEYOND OUR CONTROL. TERMS INCONSISTENT WITH THOSE STATED HEREIN WHICH MAY APPEAR ON PURCHASER'S FORMAL ORDER WILL NOT BE BINDING ON THE SELLER.

BY JOE CASSIDY

ACCEPTED

DATE

SIGN AND RETURN ONE COPY WHEN ORDERING.

Thank You!

QUOTATION

QUOTATION NO. 1041-1
 DATE JANUARY 2, 1964
 TO
 FROM
 ADDRESS
 CITY
 STATE
 ZIP

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
1	1041-1	1041-1	1041-1
1	1041-1	1041-1	1041-1
1	1041-1	1041-1	1041-1
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1	1041-1	1041-1	1041-1

I hereby certify that the above is a true and correct copy of the original quotation as submitted to me by the contractor named herein.
 CONTRACTOR'S SIGNATURE
 TITLE
 COMPANY
 ADDRESS
 CITY
 STATE
 ZIP

MEMO TO: William Penfold *g/r*

FROM: Stephen Dockman

DATE: February 9, 1984

RE: Emergency Telephones in Passenger Elevators

As part of the program undertaken by the Hamilton Convention Centre to allow greater accessibility for the physically disabled, emergency telephones will be installed in both the Summers Lane and King Street elevators. This will enable an individual to call for assistance if the need arises.

A quotation has been received from Intercom Sales and Installations, the company that originally supplied all our telephone equipment, in the amount of \$1136.00.

As this is the only company that can install the emergency telephones, I recommend that we proceed with the installation of the telephones by I.S.I. in accordance with their quotation.

Dockman

Stephen H. Dockman
Director of Operations

SD:gh

cc.: John Leuser

Heal

10/14

10/14

Enclosure: Telephone is number 111111

In part of the telephone number by the Hamilton County Council
to the County Commission for the purpose of the
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and the County Commission. This will be in the
the telephone is the number.

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in the County of Hamilton.

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the County Commission will be in the Hamilton County
in the County of Hamilton.

10/14

Enclosure: Telephone is number 111111

10/14

Enclosure: Telephone is number 111111

INTERCOM SALES & INSTALLATIONS LTD.

DEC 15 1983



Mailing Address

P.O. BOX 6237 - STATION F
HAMILTON, ONTARIO L9C 5S3

249 Stone Church Rd. E.

Hamilton Head Office

387-0012

Toll Free 1-800-263-6703

Friday December 2nd, 1983

Hamilton Trade & Convention Centre
115 King Street West, 2nd Floor
Hamilton, Ontario L8P 4T9

Attention: Mr. Steve Dockman

Gentlemen:

Having examined the drawings, specifications and site, as required, for the

Convention Centre Elevators

We hereby offer to furnish:

2 Contempra Sets

for the sum of One Thousand One Hundred and Thirty-Six ----- Dollars.

(\$ 1,136.00) in the lawful money of Canada.

Federal Sales Tax Included ----- Provincial Sales Tax extra if applicable.

Respectfully submitted,

Gordon B. Chaput
Vice President
Sales Representative

INTERCOM SALES & INSTALLATIONS LTD.



2nd FLOOR - STATION 4
HARRISON, CHATHAM AND VIC
2nd FLOOR STATION 4
HARRISON ROAD CHATHAM

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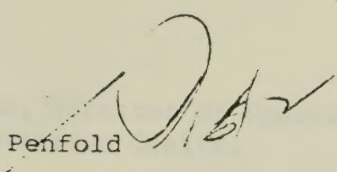
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2nd FLOOR STATION 4
HARRISON ROAD CHATHAM

MEMORANDUM - CITY OF HAMILTON

MEMO TO: William Penfold 

FROM: Stephen Dockman

DATE: February 16, 1984

RE: Sign Machine

Interior signage is a prerequisite during busy periods to direct people through the facility. At the present time we are manually producing signage on flip chart paper which does not portray the proper image of the Hamilton Convention Centre.

The purchase of a sign machine will enable us to produce professional signage at any time.

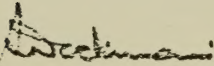
The "Leteron System" is ideal for our purposes. A copy of the advertising material is attached for reference.

Quotations have been received through the Purchasing Department of the City of Hamilton.

Reynolds Printasign Co.	1506.38
Bro-Dart	1703.16

The above prices are subject to 7% Provincial Sales Tax.

I recommend that we purchase the "Leteron System" Sign Machine, Model PAS 450 complete with 1½" type from Reynolds Printasign in accordance with their quotation for the total cost of \$1611.83.


Stephen H. Dockman
Director of Operations

SD:gh

cc.: John Leuser

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The following is a list of the names of the persons who have been named in the report of the Committee on the Administration of the Government of the District of Columbia, as of the date of the report.

The following is a list of the names of the persons who have been named in the report of the Committee on the Administration of the Government of the District of Columbia, as of the date of the report.

The following is a list of the names of the persons who have been named in the report of the Committee on the Administration of the Government of the District of Columbia, as of the date of the report.

1944

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The above list is subject to the following conditions:

I understand that the names of the persons named in the report of the Committee on the Administration of the Government of the District of Columbia, as of the date of the report, are subject to the following conditions:

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MEMORANDUM • CITY OF HAMILTON

TO : Steve Dockman, Director of Operations YOUR FILE:
Hamilton Convention Centre.

FROM : John Avery, Assistant Director of OUR FILE :
Purchasing.

SUBJECT : Sign Machine.

DATE : February 15th, 1984

The following are prices we obtained from the known distributors of the "Leteron System" Sign Machine:

Model PAS 450 complete with 1.1/4" Type -

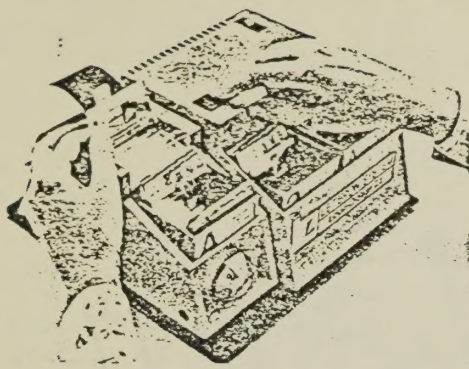
Reynolds Printasign Co. (Montreal) .. \$1,506.38 + 7% P.S.T.

Bro-Dart (Brantford) \$1,703.16 + 7% P.S.T.

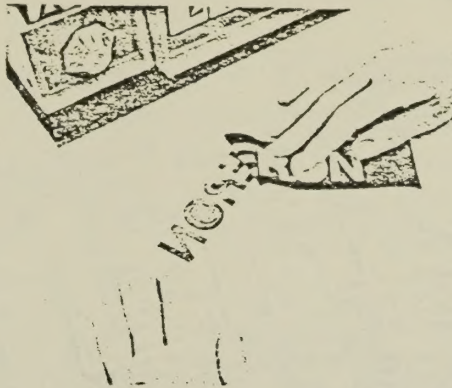
This department has contacted Gestetner and the 3M Company. Both manufacture a sign machine but can only go to a maximum letter height of 3/8".

For your needs we would recommend the Leteron System from Reynolds Printasign Co.

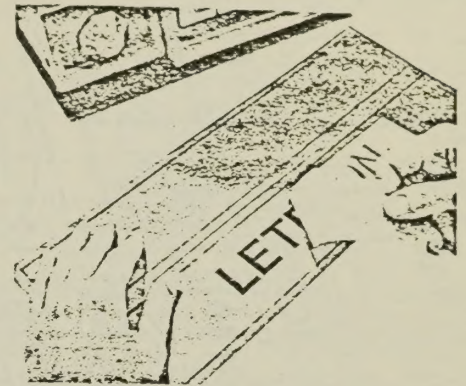
To create indoor and outdoor signs and lettering of professional quality in three easy steps...



1. Place Leterdies in machine and press imaging button. LETERON® cuts letters into the Letertape in sequence. It also spaces between words.



2. Remove "imaged" tape from LETERON® and separate Letertape. The message remains on the clear Mylar®, properly spaced and aligned.



3. Place the message on any smooth surface and remove the Mylar® – the letters stay in place. Roll or burnish for permanence and the job is done!

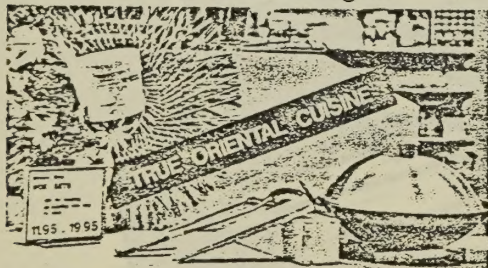
Good signs are good salesmen

At the point of purchase, an attractively printed sign with sales information can mean the difference between a sale or no sale. Signs enhance the value of your merchandise and appearance of your store.

LETERON® for store signing ... a practical, economical system for general signing, window and interior display readers, sale signs, shelf labeling, bin identification, and department identification.

Some suggested uses for LETERON®:

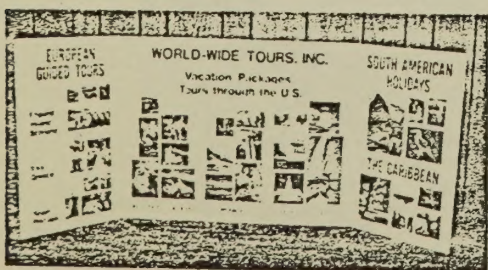
Effective Point of Purchase Signs



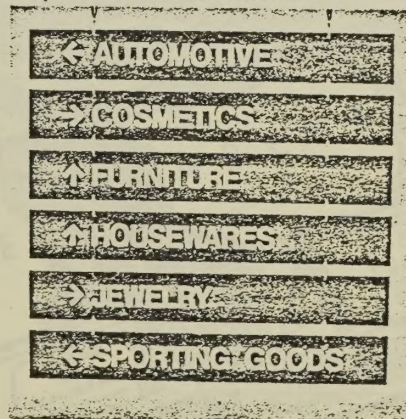
Attractive Display Signs



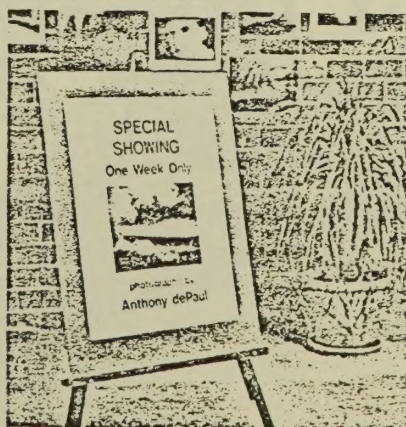
Exhibits



Department Identification



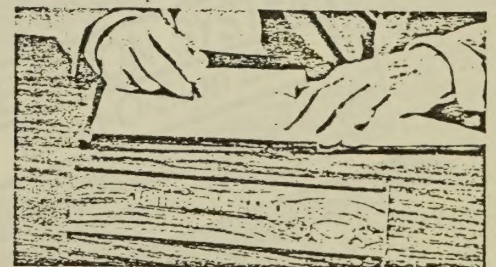
Announcements



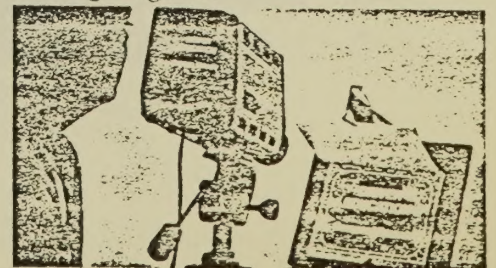
Garden Shop Signing



Desk Nameplates



Training Programs



To create indoor and outdoor signs and lettering of professional quality in three easy steps...



1. Prepare the surface to be signed. Clean, dry, and free of grease. If necessary, use a primer or sealer.

2. Prepare the "master" sign. Use a stencil, letter, or type to create the design. The master should be made of a rigid material, such as wood or metal.

3. Apply the material to the master sign. Use a spray gun, brush, or roller to apply the material to the master sign. The material should be applied in a uniform layer.

Good signs are good salesmen

LETTERING for signs is a business. A business that is growing rapidly. The demand for good signs is increasing all the time. And the demand for good lettering is increasing all the time. If you are in the sign business, you need good lettering. If you are in the lettering business, you need good signs.

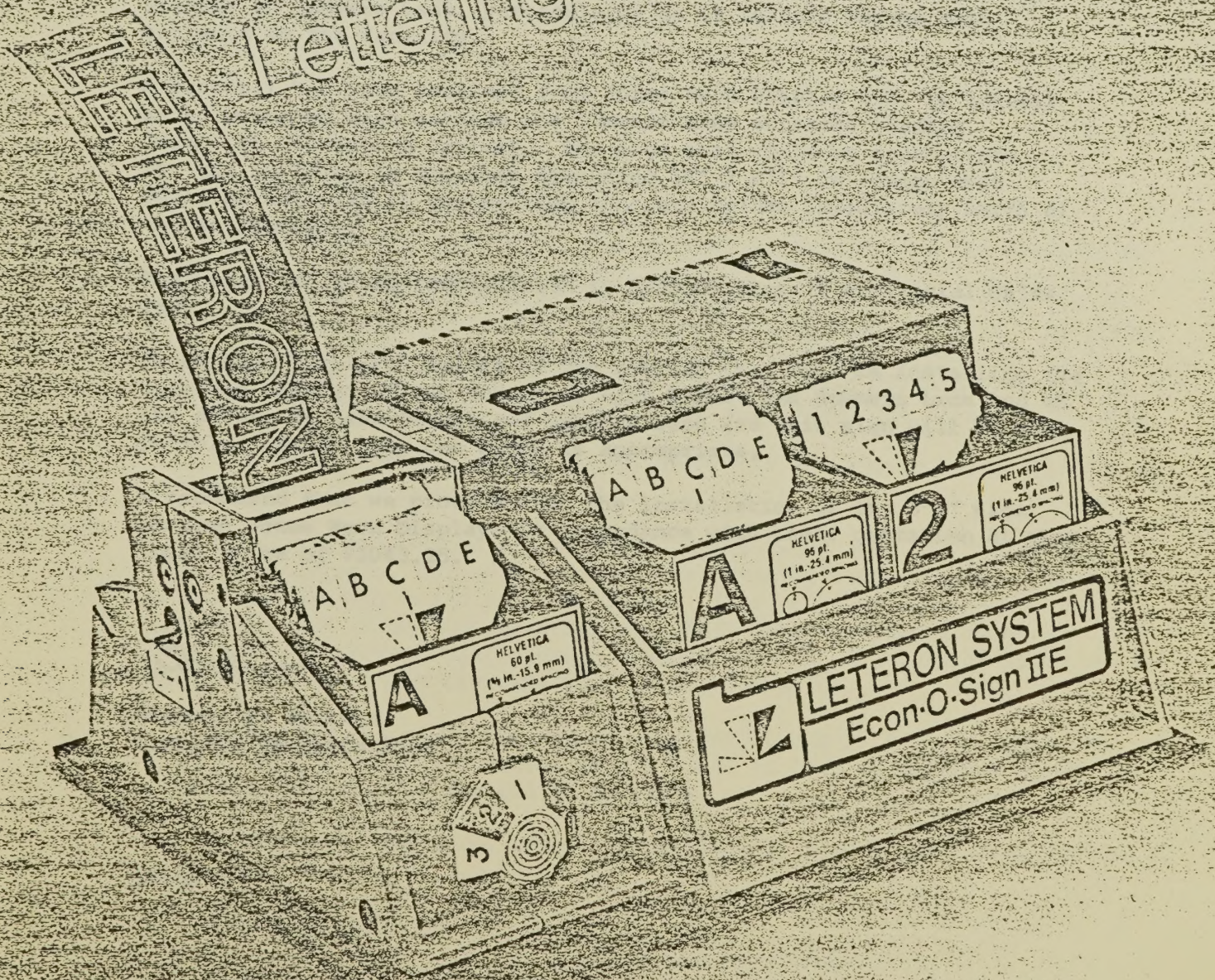
At the point of sale, an attention-grabbing sign can make the difference between a sale and a lost sale. It can emphasize the value of your merchandise and attract the attention of your customers.

Some suggested uses for LETTERING



LETTERON

Lettering and Sign Systems





MEMO TO: William Penfold

FROM: Stephen Dockman

DATE: February 17, 1984

RE: Hamilton Convention Centre - Illuminated Sign

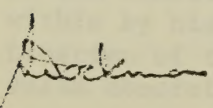
As you are aware there has been concern expressed about the lack of signage in Summers Lane, particularly as it relates to the main entrance to the facility.

A proposal has been received from Jones Neon Display Ltd. to install an illuminated sign outside the Summers Lane entrance reading "Hamilton Convention Centre". The sign that would be appropriate for the building is the sign measuring 16" X 8'1" in length that would be attached to the ceiling concrete column immediately north of the entranceway.

The price including installation is \$975.00 plus 7% Provincial Sales Tax.

Jones Neon Displays Limited is the company that will be installing the approved signage at the corner of King Street and Summers Lane and at the corner of Main Street and Summers Lane and this sign will be compatible. Hence only one quote is appropriate.

I recommend that we proceed with the installation of the 8'1" sign through Jones Neon Displays in accordance with their quotation at the total price of \$1043.25.


Stephen H. Dockman
Director of Operations

SD:gh

cc.: John Leuser

10/10/1954

10/10/1954

10/10/1954

10/10/1954

At the time of the survey, the weather was clear and the wind was light. The tide was low and the water was calm. The survey was completed at 10:00 AM.

The survey was completed at 10:00 AM. The tide was low and the water was calm. The survey was completed at 10:00 AM. The tide was low and the water was calm. The survey was completed at 10:00 AM.

The survey was completed at 10:00 AM. The tide was low and the water was calm. The survey was completed at 10:00 AM.

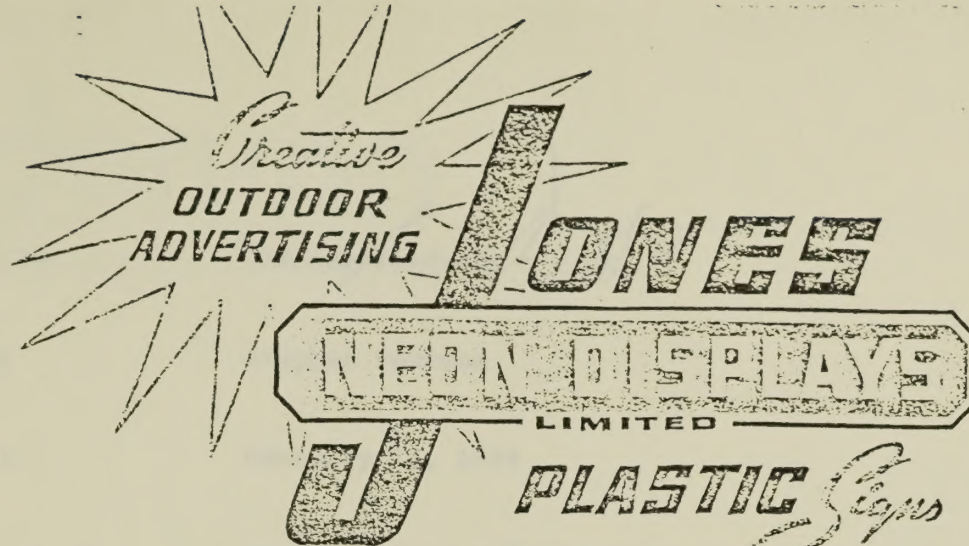
The survey was completed at 10:00 AM. The tide was low and the water was calm. The survey was completed at 10:00 AM. The tide was low and the water was calm. The survey was completed at 10:00 AM.

The survey was completed at 10:00 AM. The tide was low and the water was calm. The survey was completed at 10:00 AM. The tide was low and the water was calm. The survey was completed at 10:00 AM.

10/10/1954

10/10/1954

COMPLETE SERVICE
AND
ERECTION EQUIPMENT



830 DUNN AVENUE
HAMILTON, ONTARIO
L8H 6N2
PHONE 547-1447
547-1448

February 10, 1984

Mrs. Arlene Holman
Hamilton Convention Centre
115 King St. W.
HAMILTON, Ontario
L8P 4T9

Dear Mrs. Holman:

Re: Proposed identification display

Enclosed please find print showing several suggestions for illuminated display at entrance. One sign shown would be 30" high x 5'1" in width, projecting above main entrance. This display will be double sided and it will be illuminated from within by high output fluorescent lamps. Complete frame would be supplied from bronze anodized aluminum. Sign would be installed flush to building with the electrical wiring directed through brick facing and connected to wiring which presently services recessed pot lights in ceiling.

Price for above including installation and 9% Federal sales tax will be \$944.00 plus 7% Ontario retail tax.

Alternate suggestion would be one double faced sign 15" high x 8'1" in overall length. This display would be attached to the ceiling concrete column immediately north of entranceway. Sign would be illuminated from within by high output fluorescent lamps with bronze anodized aluminum frame. Location of this sign would leave approximately 2' of wiring exposed due to solid concrete column directly back of sign location.

Price for the above including installation and 9% Federal sales tax will be \$975.00 plus 7% Ontario retail tax. If City of Hamilton permit is required this will be charged as an extra.

Delivery on the above will be approximately 3 to 4 weeks from receipt of your order.

Thanking you.

Yours very truly,

JONES NEON DISPLAYS LIMITED

Neil Thomson, Sales Manager

NT:mg
Encl.

"For signs that make the passer buy"

MEMO TO:

William Penfold *W. Penfold*

FROM:

Stephen Dockman

DATE:

February 15, 1984

RE:

Modification to Exterior Paving Bricks
MacNab Street - area east of Shipping Office

Currently, the grade of the exterior paving bricks is such that any water falling in this area is directed towards the building proper.

This results in water entering the shipping office or ponding, i.e., collection of water outside on the bricks.

It is proposed that the grade of the interlocking stones be altered as well as installing a rain water drain at the lowest point, core drill through the concrete slab and hook-up the drain to an existing drain line.

A quotation of \$1200.00 has been received from Denron Restoration and Contracting Ltd., to complete this project. This company is recommended by the City Architect and does most of their work for the Region and the City on a cost plus basis.

I recommend that we proceed with the modifications by Denron Restoration and Contracting Ltd., in accordance with their quotation.

Stephen H. Dockman

Stephen H. Dockman
Director of Operations

SD:gh

cc.: John Leuser

W. J. ...

1900

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denron

restoration & contracting ltd.

Proposal # 4010,
Convention Centre,
February 13, 1984

Mr. F. Eckenrath,
City Architects Dept.,
City Hall,
Hamilton, Ontario.

Dear Mr. Eckenrath:

Further to our conversation concerning the water problem at the Convention Centre off McNab street, I would like to suggest the following solution. Install a rain water drain at the low point in the interlocking stone by core drilling through the concrete slab and connecting the drain to an existing drain inside the building. We would be willing to complete this work on a "cost plus" basis to a maximum of \$1,200.00.

If you have any further questions, please do not hesitate to contact me.

Yours truly,

Ron A. Wicken



Refer to: F.W. Eckenrath
File No.: 120-0020.6*
Tel. No.: 526-4608

THE CORPORATION OF THE CITY OF HAMILTON

OFFICE OF
CITY ARCHITECT
HAMILTON, ONTARIO

1984 February 14

Hamilton Convention Centre,
115 King Street West,
Hamilton, Ontario.
L8P 4T9

Att: Mr. S. Dockman,
Director of Operations

Re: MacNab Street area - east of
shipping office

Dear Sir:

To eliminate the ponding in front of the shipping office entrance, it has been suggested to alter the grade of the interlocking stones as well as installing a rain water drain at the lowest point, core drill through the concrete slab and hook-up the drain to an existing drain line.

Denron Restoration and Contracting Ltd., gave us a verbal upset limit of \$1,200. This would be on the high side. He does most of his work for the Region and the City on a cost plus basis. It has been our experience that the actual cost has been lower than the upset limit quoted.

Yours very truly,

David C. Freeman,
City Architect and
Co-ordinator, Lloyd D. Jackson Square.

FWE:ph

MEMO TO: William Penfold *W.P.* ✓

FROM: Stephen Dockman

DATE: February 13, 1984

RE: Banquet Service Carts

At the present time there are not enough banquet carts for cleaning and returning dishes to the dishwashing area, particularly when the facility is busy with several functions occurring at the same time.

After a busy evening there are trays of dishes in every conceivable area of the service corridor. In order to alleviate this problem, it is necessary to purchase four banquet service carts.

Quotations have been received for Metro wire carts from the following:

Hamilton Store Fixtures	390.00 each
IdealFood Service Equipment	423.00 each
Cassidys (verbal quotation only)	409.43 each

These prices are subject to 7% Provincial Sales Tax.

I recommend that we purchase four Metro wire carts from Hamilton Store Fixtures in accordance with their quotation for the total cost of \$1,669.20.

Stephen H. Dockman

Stephen H. Dockman
Director of Operations

CC.: John Leuser

SD:gh

SALES ORDER FORM



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knowhow organization.

459 College St.
Toronto, Ontario M6G 1A3
Telephone (416) 920-1411

Complete equipment
and supplies for restaurants
hotels and institutions
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Food Service Consultants
Contract Interiors

SOLD TO (PURCHASER) HAMILTON CONVENTION CENTRE DATE JAN 9 / 84
 ADDRESS 115 KING ST. W. TERMS N/30
 CITY HAMILTON PROVINCE ONT POSTAL CODE L8P 4T9 CUST. ORDER NO. _____
 SHIP TO ABOVE PROV. SALES TAX EXTRA
 DELIVERY REQUIRED T.B.A. VIA PREPAID SALESMAN HENNO TOPPING

ORDERED	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
4	EA.	METRO WIRE CART 72" X 24" X 70" HIGH	423 ⁰⁰	1692 ⁰⁰
		5 CHROME WIRE SHELVES - 24" X 72"		
		4 CHROME POSTS 63"		
		2 SWIVEL CASTERS W/ BRAKES 5"		
		2 SWIVEL CASTERS 5"		
THIS QUOTE IS VALID FOR 30 DAYS				
F.S.T. INCLUDED				
P.S.T. EXTRA				
F.O.B. HAMILTON				
DELIVERY - 1 TO 2 WEEKS				

OWNERSHIP OF THE ABOVE GOODS SHALL REMAIN IN THE
VENDOR UNTIL PAYMENT IN FULL OF THE PURCHASE PRICE

SUB TOTAL 1692⁰⁰

PROVINCIAL TAX 118⁴⁴

TOTAL 1810⁴⁴

ABOVE TERMS ACCEPTED

PURCHASER _____

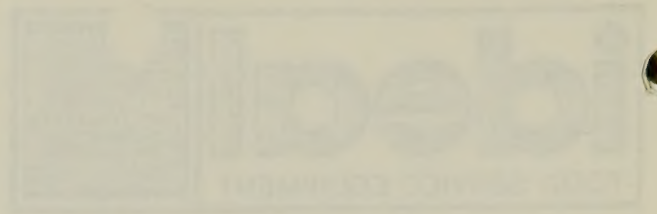
PER _____

DATE _____
Accepted
IDEAL FOOD SERVICE EQUIPMENT

PER _____

OFFICE COPY

OF 2066



Customer's Name
Address
City
State
Zip
Phone
Fax
E-mail

Invoice # 12345
Date 10-25-01
To: Mr. & Mrs. J. & M. Smith
123 Main St.
Anytown, CA 90210
Phone: (555) 123-4567
Fax: (555) 987-6543
E-mail: jsmith@anytown.com

Item	Description	Quantity	Unit Price	Total Price
1	1 Hour of Service	1	\$75.00	\$75.00
2	2 Hour of Service	1	\$150.00	\$150.00
3	3 Hour of Service	1	\$225.00	\$225.00
4	4 Hour of Service	1	\$300.00	\$300.00
5	5 Hour of Service	1	\$375.00	\$375.00
6	6 Hour of Service	1	\$450.00	\$450.00
7	7 Hour of Service	1	\$525.00	\$525.00
8	8 Hour of Service	1	\$600.00	\$600.00
9	9 Hour of Service	1	\$675.00	\$675.00
10	10 Hour of Service	1	\$750.00	\$750.00
11	11 Hour of Service	1	\$825.00	\$825.00
12	12 Hour of Service	1	\$900.00	\$900.00
13	13 Hour of Service	1	\$975.00	\$975.00
14	14 Hour of Service	1	\$1050.00	\$1050.00
15	15 Hour of Service	1	\$1125.00	\$1125.00
16	16 Hour of Service	1	\$1200.00	\$1200.00
17	17 Hour of Service	1	\$1275.00	\$1275.00
18	18 Hour of Service	1	\$1350.00	\$1350.00
19	19 Hour of Service	1	\$1425.00	\$1425.00
20	20 Hour of Service	1	\$1500.00	\$1500.00
21	21 Hour of Service	1	\$1575.00	\$1575.00
22	22 Hour of Service	1	\$1650.00	\$1650.00
23	23 Hour of Service	1	\$1725.00	\$1725.00
24	24 Hour of Service	1	\$1800.00	\$1800.00
25	25 Hour of Service	1	\$1875.00	\$1875.00
26	26 Hour of Service	1	\$1950.00	\$1950.00
27	27 Hour of Service	1	\$2025.00	\$2025.00
28	28 Hour of Service	1	\$2100.00	\$2100.00
29	29 Hour of Service	1	\$2175.00	\$2175.00
30	30 Hour of Service	1	\$2250.00	\$2250.00
31	31 Hour of Service	1	\$2325.00	\$2325.00
32	32 Hour of Service	1	\$2400.00	\$2400.00
33	33 Hour of Service	1	\$2475.00	\$2475.00
34	34 Hour of Service	1	\$2550.00	\$2550.00
35	35 Hour of Service	1	\$2625.00	\$2625.00
36	36 Hour of Service	1	\$2700.00	\$2700.00
37	37 Hour of Service	1	\$2775.00	\$2775.00
38	38 Hour of Service	1	\$2850.00	\$2850.00
39	39 Hour of Service	1	\$2925.00	\$2925.00
40	40 Hour of Service	1	\$3000.00	\$3000.00
41	41 Hour of Service	1	\$3075.00	\$3075.00
42	42 Hour of Service	1	\$3150.00	\$3150.00
43	43 Hour of Service	1	\$3225.00	\$3225.00
44	44 Hour of Service	1	\$3300.00	\$3300.00
45	45 Hour of Service	1	\$3375.00	\$3375.00
46	46 Hour of Service	1	\$3450.00	\$3450.00
47	47 Hour of Service	1	\$3525.00	\$3525.00
48	48 Hour of Service	1	\$3600.00	\$3600.00
49	49 Hour of Service	1	\$3675.00	\$3675.00
50	50 Hour of Service	1	\$3750.00	\$3750.00
51	51 Hour of Service	1	\$3825.00	\$3825.00
52	52 Hour of Service	1	\$3900.00	\$3900.00
53	53 Hour of Service	1	\$3975.00	\$3975.00
54	54 Hour of Service	1	\$4050.00	\$4050.00
55	55 Hour of Service	1	\$4125.00	\$4125.00
56	56 Hour of Service	1	\$4200.00	\$4200.00
57	57 Hour of Service	1	\$4275.00	\$4275.00
58	58 Hour of Service	1	\$4350.00	\$4350.00
59	59 Hour of Service	1	\$4425.00	\$4425.00
60	60 Hour of Service	1	\$4500.00	\$4500.00
61	61 Hour of Service	1	\$4575.00	\$4575.00
62	62 Hour of Service	1	\$4650.00	\$4650.00
63	63 Hour of Service	1	\$4725.00	\$4725.00
64	64 Hour of Service	1	\$4800.00	\$4800.00
65	65 Hour of Service	1	\$4875.00	\$4875.00
66	66 Hour of Service	1	\$4950.00	\$4950.00
67	67 Hour of Service	1	\$5025.00	\$5025.00
68	68 Hour of Service	1	\$5100.00	\$5100.00
69	69 Hour of Service	1	\$5175.00	\$5175.00
70	70 Hour of Service	1	\$5250.00	\$5250.00
71	71 Hour of Service	1	\$5325.00	\$5325.00
72	72 Hour of Service	1	\$5400.00	\$5400.00
73	73 Hour of Service	1	\$5475.00	\$5475.00
74	74 Hour of Service	1	\$5550.00	\$5550.00
75	75 Hour of Service	1	\$5625.00	\$5625.00
76	76 Hour of Service	1	\$5700.00	\$5700.00
77	77 Hour of Service	1	\$5775.00	\$5775.00
78	78 Hour of Service	1	\$5850.00	\$5850.00
79	79 Hour of Service	1	\$5925.00	\$5925.00
80	80 Hour of Service	1	\$6000.00	\$6000.00
81	81 Hour of Service	1	\$6075.00	\$6075.00
82	82 Hour of Service	1	\$6150.00	\$6150.00
83	83 Hour of Service	1	\$6225.00	\$6225.00
84	84 Hour of Service	1	\$6300.00	\$6300.00
85	85 Hour of Service	1	\$6375.00	\$6375.00
86	86 Hour of Service	1	\$6450.00	\$6450.00
87	87 Hour of Service	1	\$6525.00	\$6525.00
88	88 Hour of Service	1	\$6600.00	\$6600.00
89	89 Hour of Service	1	\$6675.00	\$6675.00
90	90 Hour of Service	1	\$6750.00	\$6750.00
91	91 Hour of Service	1	\$6825.00	\$6825.00
92	92 Hour of Service	1	\$6900.00	\$6900.00
93	93 Hour of Service	1	\$6975.00	\$6975.00
94	94 Hour of Service	1	\$7050.00	\$7050.00
95	95 Hour of Service	1	\$7125.00	\$7125.00
96	96 Hour of Service	1	\$7200.00	\$7200.00
97	97 Hour of Service	1	\$7275.00	\$7275.00
98	98 Hour of Service	1	\$7350.00	\$7350.00
99	99 Hour of Service	1	\$7425.00	\$7425.00
100	100 Hour of Service	1	\$7500.00	\$7500.00

Signature: _____

DATE: 10/25/01

TOTAL: \$7500.00

PAID: \$0.00

Balance Due: \$7500.00

TERMS: Net 30

INVOICE # 12345

DATE 10-25-01

TO: Mr. & Mrs. J. & M. Smith

123 Main St.

Anytown, CA 90210

Phone: (555) 123-4567

Fax: (555) 987-6543

E-mail: jsmith@anytown.com

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Enamelware
Exhaust Fans
Formica Tables
Fruit Juicers
Glassware
Grills (Gas and Electric)
Hamilton Beach Mixers
Lunch Counters
Meat Blocks
Meat Grinders
Meat Slicers
Napkin Dispensers
Pedestal Fans
Potato Peelers
Silverware
Sinks
Soda Fountains
Soda Fountain Crocks
Soda Fountain Glassware
Squeeze Pails
Steam Tables
Steam Table Inserts
Steels
Stock Pots and Pans
Tool and Table Bases
Stoves (Gas and Electric)
Saw Dispensers
Saw Dispensers
Tea Pots
Toasters (Gas and
Electric)

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"GILSON"

COMMERCIAL

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Reach In Refrigeration
Electric Pop Coolers
Electric Ice Cream
Cabinets
Home Freezers

MISCELLANEOUS

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Trucks
Cash Registers
Promo Chairs
Promo Coat Hangers
Promo Dress Racks
Promo Fixtures
Cigarette Display Cases
Coffee Makers and Parts
Dry and Silex
Light Fixtures
Millinery Stands
Mirrors for Every
Occasion
Pop Heads
Pop Sucks
Scales
Snow Cases
Stainless Steel Equipment
Wall Cases

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IMMEDIATE REPLY

CANADA'S LEADING SUPPLY HOUSE

Hamilton Store Fixtures Ltd.

KING STREET WEST • TELEPHONE 528-4289 • HAMILTON, ONTARIO

Serving—Butchers, Packers, Camps, Church Kitchens, Clubs, Cocktail Bars, Hospitals,
Hotels, Institutions, Restaurants and Schools.

January 12, 1984

Hamilton Convention
Centre
115 King Street West
Hamilton, Ontario
L8P 4T9

Attention: Ms. Arlene Holman
Purchasing Department

Dear Ms. Holman

We take pleasure in submitting our quotation on the
following

- | | | |
|---|--|-------------------------|
| 4 | Only Metro Super Erecta Stem
Caster Carts, consisting of: | |
| 5 | Only 72" x 24" Chrome
Wire Shelves, per cart | |
| 2 | Only 5" Swivel Casters
per cart | \$390.00 Ea. \$ 1560.00 |
| 2 | Only 5" Brake/Swivel
Casters, per cart | |
| 4 | Only 63" Posts, per cart | |

Plus 7% TAX

Continued.... /2

We Carry a Full Line of New and Used Store and Restaurant Equipment

CALDON HBL V88

A31



MAR 28 1984

HAMILTON CONVENTION CENTRE

BOARD OF DIRECTORS

March 26, 1984

A G E N D A

7:30 p.m.

Albion "C"

1. Chairman's Welcome
2. Review of Minutes
 - (a) Errors/Omissions
 - (b) Motion for Approval.
3. New Business:
 - (a) General Manager's Report
 - (b) Operations Committee - Report
 - (c) Audit/Finance Committee - Report
4. Other Business



WANTON CONVENTION

REPORT OF THE

COMMISSION

1908

1908

1. Chairman's Report
2. Report of the Commission
3. Report of the Secretary
4. Report of the Treasurer
5. Report of the Executive Committee
6. Report of the Finance Committee
7. Report of the Legal Committee
8. Report of the Publicity Committee
9. Report of the Education Committee
10. Report of the Social Committee
11. Report of the Entertainment Committee
12. Report of the Refreshment Committee
13. Report of the Transportation Committee
14. Report of the Lodging Committee
15. Report of the Dress Committee
16. Report of the Music Committee
17. Report of the Dancing Committee
18. Report of the Games Committee
19. Report of the Sports Committee
20. Report of the Miscellaneous Committee

REFERENCE:

Albion "C"
7:30 p.m.
February 27, 1984.

FOR ACTION BY:

2

The Hamilton Convention Centre Board met.

Present: Mr. David O. Braley, Chairman
Mr. Bill B. Stetson, First Vice-Chairman
Alderman James A. Bethune, Second Vice-Chairman
Mr. Keith L. Clark
Alderman Brian Hinkley
Alderman Henry Merling
Ms. Jennifer A. Street
Mr. Terry E. Yates.

Also Present: Mr. William J. Penfold, General Manager
Mr. John A. Leuser, Director of Finance
Mrs. Bonnie Cook, Secretary.

Mr. Braley called the meeting to order. Everyone had been properly notified, and the meeting was regularly constituted for business.

Mr. Braley welcomed Ms. Jenny Street to her first Board meeting.

The Chairman distributed to the Board a copy of a letter dated February 20th, 1984 from Mr. Milton J. Lewis, Q.C. who expressed his thanks to the Board for the dinner honouring him and Mr. Jack Krieger for their service to the Board over the years. The letter was self-explanatory, and was distributed for information only.

Minutes

1. Minutes of the Previous Meeting

On the motion of Alderman James Bethune, seconded by Alderman Brian Hinkley, the Board approved the minutes of the meeting of January 30th, 1984 as circulated. Ms. Street did not vote on the approval of these minutes as she was not present at the January 30th meeting.

General
Manager's
Report

2. General Manager's Report

The Board received the report of the General Manager dated February 23, 1984 for information only.

Interim
Scheduling
of Events -
Trade Centre/
Arena

3. Responsibility for Interim Scheduling of Events for the Victor K. Copps Trade Centre/Arena - Request of City Council

On the motion of Alderman Brian Hinkley, seconded by Alderman James Bethune, the Board approved the request of City Council that Mr. William J. Penfold, General Manager of the Hamilton Convention Centre, assume responsibility for the interim scheduling of events for the Victor K. Copps Trade Centre/Arena, until such time as management for the facility is in place.

Operations
Committee4. Operations Committee - ReportTerms of
Reference(1) Terms of Reference

The Board was advised for information that the Committee has decided upon the thrust of its Terms of Reference and will review a final draft before presentation to the Board for approval.

General
ManagerMarketing
Sub-Comm.(2) Marketing Sub-Committee

The Committee advised the Board for information that the selection of a Marketing Sub-Committee of the Operations Committee and establishing of Terms of Reference of the Sub-Committee have been delayed until all members of the Operations Committee can be in attendance at the Committee.

Operations
CommitteePart-time
Staff -
Rates of Pay(3) Part-time Staff Rates of Pay

On the motion of Mr. Keith Clark, seconded by Ms. Jennifer Street, the Board approved the recommendation of the Centre's management that the rates of pay to part-time staff remain unchanged, and that the Hamilton Convention Centre follow the City guidelines in providing for a general rate increase for part-time staff in 1984, which is anticipated to be 5%.

Part-time
Staff -
Hiring(4) Part-time Staff - Hiring

The Board was advised for information that the Centre is utilizing the services of the various Help Centres and Canada Manpower whenever additional part-time staff are required.

Capital
Purchases(5) Capital Purchases

The Committee advised the Board that they had approved the purchase of various capital items, as outlined in the Report of the Audit/Finance Committee, at a total cost not to exceed \$11,850.00 to be financed from the Centre's 1983 Capital allocation. As these capital purchases will be formally presented to the Board through the Audit/Finance Committee, the Board received this item from the Operations Committee for information only.

15% Rebate
From Trade
Show Service
Companies(6) 15% Rebate From Trade Show Service Companies

The Board discussed the advisability of requesting a 15% rebate on gross revenue from all show service companies doing work in the Centre. The Board felt

that there would be some serious implications to consider before implementing the rebate, both political and financial. The Board therefore referred this matter back to management to determine the full effect of the imposition of the 15% rebate, and requested specifically to know the anticipated revenue which would be generated from this rebate collection. Management was directed to report back on the matter through the Operations Committee and the Audit/Finance Committee.

General
Manager

Centre
Baseball
Team

(7) Hamilton Convention Centre Staff Baseball Team

On the motion of Mr. Keith Clark, seconded by Alderman Brian Hinkley, the Board approved an expenditure not to exceed \$300.00 to finance the purchase of hats and sweaters for the Centre's baseball team, and also, that the Centre sponsor the Team.

July
Shut-
Down

(8) July Shut-Down

The Board was advised by the Committee for information that a shut-down is planned from July 16th to 27th, 1984, with a skeleton staff on duty to handle inquiries.

Official
Customs
Broker

(9) Official Customs Broker

On the motion of Mr. Keith Clark, seconded by Ms. Jennifer Street, the Board approved the entering of an agreement with International-Import Customs Brokers Inc. to be the Centre's official customs broker, for a term of one year, commencing April 1, 1984, which agreement shall be subject to renewal at the option of the Hamilton Convention Centre, and contain a clause providing for termination by the Centre at any time upon thirty days' notice.

General
Manager

The motion was carried, with Alderman Merling recorded as opposed, and with Mr. Braley abstaining from voting.

Audit/
Finance
Committee
Report

5. Audit/Finance Committee - Report

Mr. Yates presented the Audit/Finance Committee report to the Board.

December
31/83
Results

(1) Presentation of the Unaudited Financial Results for the Year Ended December 31, 1983

On the motion of Mr. Terry Yates, seconded by Alderman James Bethune, the Board approved the unaudited financial results for the year ended December 31, 1983, and directed that a copy be forwarded to the City Treasurer.

These statements indicate a deficit in 1983 of approximately \$215,763.00 as opposed to a budgeted deficit of \$528,550.00. The budgetary surplus of some \$312,787 has been added to the Centre's reserve for capital purchases.

Status of Capital Projects Account

For the information of the Board, Mr. Yates advised that as a result of the reduction in the deficit and the subsequent addition of further funds to the Centre's reserve, the following is the status of the account:

Balance at the end of 1982	\$175,209.78
Amount expended during 1983 on capital purchases	<u>59,500.00</u>
	\$115,709.78
Plus interest earned:	<u>10,628.41</u>
Balance at December 31, 1983	\$126,338.19
Plus 1983 Operating Surplus	<u>312,786.52</u>
TOTAL CAPITAL ACCOUNT AS AT DECEMBER 31, 1983:	<u><u>\$439,124.71</u></u>

The Board received the above for information only.

(2) Presentation of the Unaudited Financial Results for the One-month Period Ended January 31, 1984

Before presenting the statement for January, Mr. Yates complimented Mr. Leuser and his staff on the production of these statements without having the assistance of the City reports. The January City Reports had not been produced as the City was still working on the year end results at the time of the Audit/Finance Committee meeting. Mr. Yates also indicated to the Board that no other civic facility has their results for the first month of 1984 as of today's date.

Mr. Yates then presented the statement for January to the Board indicating that there was a deficit for the month of approximately \$49,000, which compares favourably to the budgeted deficit of \$60,000.00 and last year's actual deficit of \$54,992. He advised that the Committee had reviewed the statements in great detail, and was very concerned with food and beverage margins and part-time labour costs. The Centre's management is examining the situation to determine the cause of the problem, and will take immediate action to rectify the matter.

On the motion of Mr. Terry Yates, seconded by Alderman James Bethune, the Board approved the unaudited financial results for the one-month period ended January 31, 1984 and directed that a copy be forwarded to the City Treasurer.

Request
for
Capital
Purchases

(3) Request for Capital Purchases

On the motion of Mr. Terry Yates, seconded by Alderman James Bethune, the Board approved of the following capital purchases in a total amount not to exceed \$11,850 (which includes all taxes and a 10% cushion to allow for price fluctuations at the time of ordering), to be financed from the Centre's 1983 capital allocation:

Automatic Door Openers - Summers Lane	\$ 4,400.00
Emergency Telephone in Passenger	
Elevators	1,350.00
Sign Machine	1,800.00
Illuminated Sign	1,150.00
Modification to Exterior Paving Bricks	1,300.00
Banquet Service Carts	<u>1,850.00</u>
TOTAL:	<u>\$11,850.00</u>

1984
Revenue
Position

(4) 1984 Revenue Position

The Board was advised for information that the 1984 revenue monitor indicates business of approximately \$1,250,000.00 or slightly less currently on the books for the year, and the month of February looks very promising.

Effect of
Minimum
Wage
Increase in
1984 -
Security &
Janitorial

(5) Effect of Minimum Wage Increase in 1984

The Committee advised the Board for information that the two increases in minimum wages in 1984 will have a total effect of approximately \$8,000.00 in expenses in Security and Janitorial Accounts during the year.

Other Business

Request for
Reduction
In 1984
Estimates

Mr. Braley presented a letter to the Board which had been received on February 27th, 1984, from the Secretary of the City's Finance Committee in which the Finance Committee was requesting the Centre's Board to consider further budget reductions to the 1984 estimates in order to assist the City in an attempt to reduce their overall estimates by some \$750,000.00. This reduction would be necessary in order that the City might limit the increase in the 1984 mill rate over that of 1983 to 5%. The Finance

Committee was therefore asking all civic departments and boards under the jurisdiction of the City Council to consider making further reductions in their 1984 estimates.

Alderman Hinkley suggested to the Board that as the Centre had managed to achieve a budgetary surplus in 1983 of some \$312,787 which was being added to the Reserve for Capital Purchases, perhaps the Board might consider returning \$100,000 to the City from the Centre's capital reserve to assist the City in reducing the mill rate in 1984.

Alderman Hinkley pointed out that the Library Board had been instructed to refund to the City the sum of \$130,000 from its capital account for this purpose, and Hamilton Place was being asked to absorb \$40,000.00 of its 1983 deficit in a similar attempt to assist the City.

The members of the Board discussed this matter in detail. Some of the members felt that it was unwise to tamper with the reserve for capital purchases. The Centre had worked hard to generate funds for the reserve, and these funds would be required in future years for major capital replacement, such as carpeting. The Centre had mapped out a five-year capital budget programme carefully and was working toward being self-financing on capital purchases and avoiding making requests for capital funds from the City.

The Members also discussed the possibility of taking some funds from the 1984 operating budget to assist the City. One area where reductions were contemplated was in the area of external advertising which had not yet begun due to the lack of firm commitment from the hotel.

It was moved by Alderman Brian Hinkley and seconded by Alderman Henry Merling that the Hamilton Convention Centre return \$100,000.00 of its capital funds to the City in order to assist the City in reducing the 1984 mill rate.

After further lengthy discussion of this matter, the motion was defeated by a vote of six to two.

On the motion of Mr. Terry Yates, seconded by Alderman James Bethune, management was directed to write back to the Secretary of the Finance Committee advising that the Board of Directors of the Hamilton Convention Centre deliberated the matter of further reductions to the Centre's 1984 estimates at length, in accordance with the request contained in his letter to Mr. Penfold of February 24th, 1984. The Board finds that it is unable to alter either its operating budget and/or capital budget for the year 1984. This motion was passed by a vote of six to two with Aldermen Merling and Hinkley opposed.

REFERENCE:

Board of Directors

- 7 -

February 27, 1984

FOR ACTION BY:

On the motion of Mr. Terry Yates, seconded by Mr. Bill Stetson, the meeting then adjourned.

TAKEN AS READ AND APPROVED:

DAVID BRALEY, CHAIRMAN

B. Cook
Secretary.



3a

HAMILTON CONVENTION CENTRE

GENERAL MANAGER'S MONTHLY REPORT

TO THE BOARD OF DIRECTORS

HAMILTON CONVENTION CENTRE

March 20, 1984

INTRODUCTION

February, like January, was a very successful month. Revenues were well over budget, and over 1983 returns. More funds are being allotted to advertising and salaries than in 1983, hence expenditures are up as indicated in the attached "Financial Review: Fiscal 1984". Additionally, while lower than January, food costs are still above budget and the Centre is taking active steps to bring costs into line. Nevertheless, the budget surplus continues to grow and the deficit is lower than budget. Finally, Sales were brisk, accounting for \$175,000 for February.

FINANCIAL

The Centre has been advised by the City Treasurer that \$180,000 will be deleted from its capital reserve. This action was taken to reduce the percentage cost increase of the City. The direct implication is that funds to purchase long-term capital items (i.e. rug replacement) have been withdrawn from Centre resources.

The annual financial audit is now complete with no problems surfacing. A complete report will be given by the Audit/Finance Committee.

MARKETING/SALES

A number of initiatives are underway in Sales. A meeting room package special at \$13.50 per person is now being advertised and a brochure is being produced for a direct mailer. Materials have been sent to the Provincial agency who are producing a "Hamilton" ad for us. As well, we have already had December inquiries and our Christmas menus are being printed.



UNITED STATES DEPARTMENT OF JUSTICE

OFFICE OF THE ATTORNEY GENERAL

IN THE MATTER OF

THE UNITED STATES OF AMERICA

June 10, 1964

MEMORANDUM

Reference is made to the report of the Special Agent in Charge, New York, dated June 8, 1964, captioned as above. The report contains information regarding the activities of the New York Chapter of the American Revolution, Inc., and the New York Chapter of the American Revolution, Inc., and the New York Chapter of the American Revolution, Inc.

RECOMMENDATION

The New York Chapter of the American Revolution, Inc., is a non-profit organization which is engaged in the promotion of the American Revolution. The New York Chapter of the American Revolution, Inc., is a non-profit organization which is engaged in the promotion of the American Revolution. The New York Chapter of the American Revolution, Inc., is a non-profit organization which is engaged in the promotion of the American Revolution.

CONCLUSION

The New York Chapter of the American Revolution, Inc., is a non-profit organization which is engaged in the promotion of the American Revolution. The New York Chapter of the American Revolution, Inc., is a non-profit organization which is engaged in the promotion of the American Revolution. The New York Chapter of the American Revolution, Inc., is a non-profit organization which is engaged in the promotion of the American Revolution.

From a promotion standpoint, another City/Region Blood Donor Clinic is being planned for July 6th; last year's was the most successful clinic the Red Cross has had in Hamilton, and it is hoped we can duplicate it this year.

The Mayor has requested that a Committee of City and Regional staff examine the feasibility of installing a permanent display booth at the Centre. The location would be in the alcove in the first level foyer beside the stairs.

OPERATIONS

The first set of comment cards have been removed and those that require action have been passed to the appropriate department. Most of the first batch were comments on the Garden and Flower Festival which were forwarded to the producer of the show.

March is show month, and the big show this season was the Home Show which packed the Centre. On the other hand, the Garden Show was moderately attended. "Cars Are The Stars" is scheduled for the last week of the month, and in April, there is a Doll Show, Struggling Artists, and an Industrial Exhibition planned. The Thompson Twins will be performing in April in a cabaret-style setting.

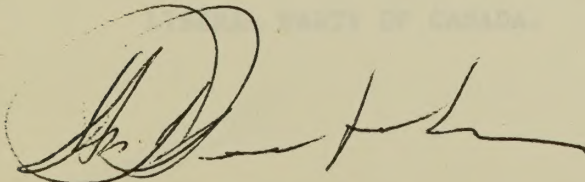
TRADE CENTRE/ARENA (TCA)

A salesperson for the TCA has been hired this week to report to the General Manager. Both the General Manager of the TCA and the Director of Marketing are expected to be on stream by June 1.

Bookings are filling in, some of the most notable being the Moscow Circus and the Ice Capades. Discussions are underway with the square dancers to hold their 1990 national convention (9,000 people), in Hamilton. This would entail using both the TCA and HCC.

LIBERAL CONVENTION

A bid was made by the Centre to attract this convention to Hamilton. While the City was not successful, making the representation was important as it put Hamilton on record as a venue for these important and lucrative events.



William J. Penfold,
General Manager.

WJP:bc

MAR 14 1984

Bill Kenfold

MAR 08 1984

Mr. Mayor -

This telegram was
placed in earlier today.

Chen

TELEGRAM

TO: MAYOR ROBERT MORROW

FROM: OTTAWA

ON BEHALF OF THE NATIONAL EXECUTIVE OF THE LIBERAL PARTY OF CANADA,
MAY I THANK YOU FOR AN EXCELLENT REPRESENTATION MADE ON BEHALF OF
YOUR CITY AS A POTENTIAL SITE FOR OUR FORTHCOMING LEADERSHIP CON-
VENTION.

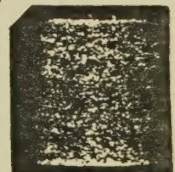
UNFORTUNATELY, YOUR CITY COULD NOT MEET OUR REQUIREMENTS FOR SUCH
A CONVENTION AND, THEREFORE, WERE NOT CONSIDERED.

WE WERE MOST FORTUNATE IN HAVING A FINE SELECTION OF FACILITIES
AND YOUR BID WAS OUTSTANDING. WE WILL CERTAINLY KEEP YOUR PROPOSAL
IN MIND FOR FUTURE NATIONAL PARTY CONVENTIONS.

LETTER TO FOLLOW.

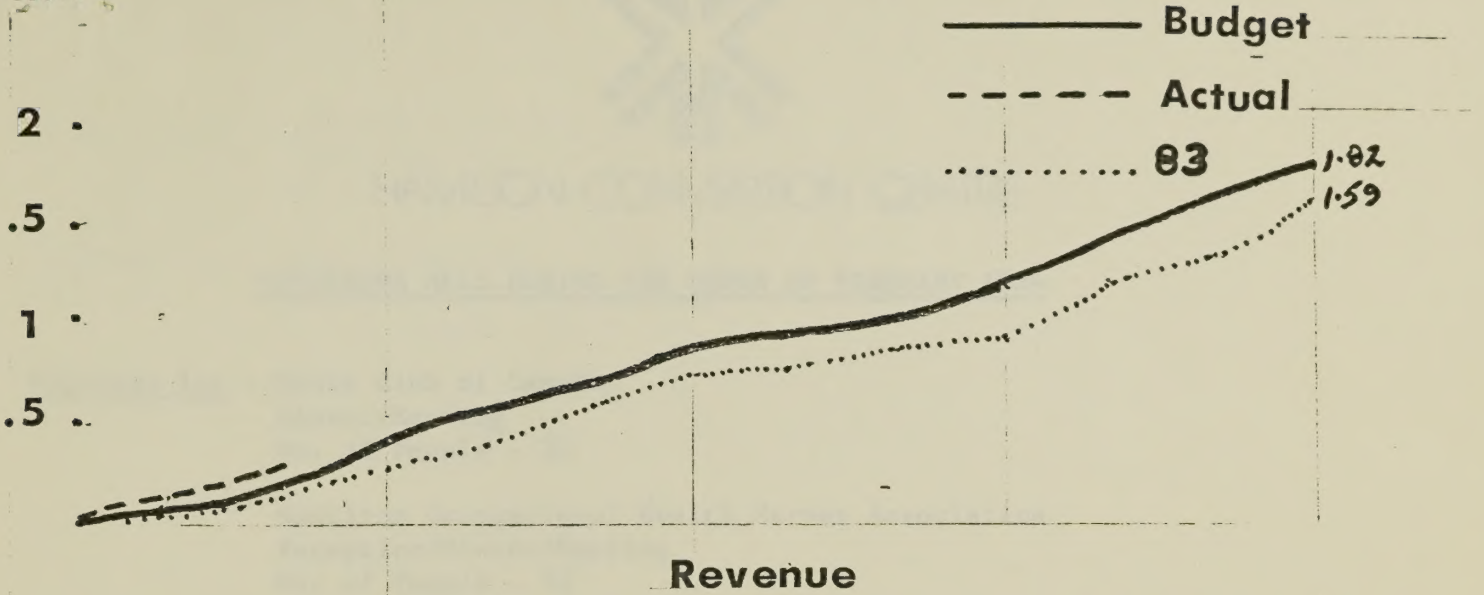
IONA V. CAMPAGNOLA,
PRESIDENT,
LIBERAL PARTY OF CANADA.

To
① C.C. members
② Don Cole - make
copies for this meeting ✓



FINANCIAL REVIEW: FISCAL 1984

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HAMILTON CONVENTION CENTRE

FUNCTIONS HELD DURING THE MONTH OF FEBRUARY 1984

- February 1st - Media Club of Canada
Dinner/Meeting
No. of People - 22
- Hamilton Occupational Health Nurses Association
Reception/Dinner/Meeting
No. of People - 33
- February 1st to 3rd - Canadian Cannery Ltd.
Conference
No. of People - 142
- February 2nd - The Corporation of the City of Hamilton
Reception/Dinner
No. of People - 15
- February 4th - Elliott/Leavitt Wedding
Menu Sampling
No. of People - 6
- McMaster University, Brandon Hall
Dinner/Dance/Reception
No. of People - 587
- February 5th - Hamilton Flea Market Ltd.
Flea Market
No. of People - 2,800
- February 6th - London Life Insurance Company - The Appraisal Institute of Canada
Reception/Luncheon/Meeting
No. of People - 45
- February 7th - The Permanent
Meeting/Reception
No. of People - 150
- February 7th to 9th - IBM
Meetings/Luncheons
No. of People - 61 per day
- February 8th - Hamilton District Liberal Association
Meeting
No. of People - 200
- Financial Concept Group
Meeting
No. of People - 150

Cont'd . . .



WALTON COUNTY

WALTON COUNTY BOARD OF COMMISSIONERS

February 1st - Board of Commissioners Meeting 7:00 PM No. of People - 12	February 1st - Board of Commissioners Meeting 7:00 PM No. of People - 12
February 8th - Board of Commissioners Meeting 7:00 PM No. of People - 12	February 8th - Board of Commissioners Meeting 7:00 PM No. of People - 12
February 15th - Board of Commissioners Meeting 7:00 PM No. of People - 12	February 15th - Board of Commissioners Meeting 7:00 PM No. of People - 12
February 22nd - Board of Commissioners Meeting 7:00 PM No. of People - 12	February 22nd - Board of Commissioners Meeting 7:00 PM No. of People - 12
February 29th - Board of Commissioners Meeting 7:00 PM No. of People - 12	February 29th - Board of Commissioners Meeting 7:00 PM No. of People - 12

February 8th - Canadian Institute of Management
Dinner/Meeting
No. of People - 46

February 9th - Family Medicine
Breakfast/Luncheon/Meeting/Dinner
No. of People - 15

Hamilton-Wentworth Region
Reception/Luncheon
No. of People - 45

Ginn and Company
Luncheon
No. of People - 47

Alec Murray Real Estate Company Limited
Meeting
No. of People - 30

Burns Fry Ltd.
Meeting
No. of People - 100

February 10th - Stelco Inc., Engineering Department
Reception/Dinner/Presentation
No. of People - 171

Canadian Cannery Ltd.
Meeting/Luncheon
No. of People - 25

February 11th - Nelson Aggregate Company
Reception/Dinner/Dance
No. of People - 91

St. Josephs Hospital, Department of Psychiatry
Reception
No. of People - 50

Hamilton 'Mardi Gras Capitol of Canada'
Grand Heritage Festival
No. of People - 1,400

February 12th - United Steelworkers of America
Meeting/Dinner
No. of People - 73

Hamilton Flea Market
Flea Market
No. of People - 2,900

February 13th - Ambitious City Toast Mistress Club
Dinner/Meeting
No. of People - 28

Alec Murray Real Estate
Reception/Luncheon
No. of People - 50

February 13th - Hamilton Public Relations Association
and 14th Reception/Luncheon
No. of People - 45

February 14th - Hamilton Musicians Guild
Meeting
No. of People - 70

The Regional Municipality of Hamilton-Wentworth
Meeting/Luncheon
No. of People - 75

The Corporation of the City of Hamilton
Meeting
No. of People - 17

February 15th - Esprit Vacations
Reception/Presentation/Dinner
No. of People - 130

Ontario Insurance Adjusters Association
Reception/Dinner/Meeting
No. of People - 45

February 16th - The City of Hamilton - The Ministry of the Attorney General
Meeting
No. of People - 30

Comptree Seminars
Meeting
No. of People - 40

February 17th - Dominion Securities Ames
Meeting/Luncheon
No. of People - 45

The Corporation of the City of Hamilton
Meeting
No. of People - 7

February 1951 - Session 111 - Session 111
Topic: Session 111 - Session 111
Topic: Session 111 - Session 111

Topic: Session 111 - Session 111
Topic: Session 111 - Session 111

February 1951 - Session 112 - Session 112
Topic: Session 112 - Session 112
Topic: Session 112 - Session 112

February 1951 - Session 113 - Session 113
Topic: Session 113 - Session 113
Topic: Session 113 - Session 113

February 1951 - Session 114 - Session 114
Topic: Session 114 - Session 114
Topic: Session 114 - Session 114

February 1951 - Session 115 - Session 115
Topic: Session 115 - Session 115
Topic: Session 115 - Session 115

February 1951 - Session 116 - Session 116
Topic: Session 116 - Session 116
Topic: Session 116 - Session 116

February 1951 - Session 117 - Session 117
Topic: Session 117 - Session 117
Topic: Session 117 - Session 117

February 1951 - Session 118 - Session 118
Topic: Session 118 - Session 118
Topic: Session 118 - Session 118

February 1951 - Session 119 - Session 119
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February 1951 - Session 120 - Session 120
Topic: Session 120 - Session 120
Topic: Session 120 - Session 120

February 1951 - Session 121 - Session 121
Topic: Session 121 - Session 121
Topic: Session 121 - Session 121

February 17th - The Institute of Public Administration of Canada
Reception/Luncheon/Meeting
No. of People - 24

February 19th - The Hamilton Flea Market Ltd.
Flea Market
No. of People - 3,200

February 19th to 21st - Revlon International Corporation
Meeting/Luncheon
No. of People - 21 each day

February 20th - The Permanent
Meeting
No. of People - 100

Manulife
Meeting
No. of People - 32

February 21st - The Regional Municipality of Hamilton-Wentworth, Personnel Dept.
Meeting
No. of People - 15

Administrative Management Society Hamilton Chapter
Reception/Dinner/Meeting
No. of People - 40

The Hamilton Academy of Medicine
Reception/Dinner/Press Conference/Meeting
No. of People - 300

Bell Canada
Meeting
No. of People - 25

I.B.E.W. Local 636
Meeting
No. of People - 20

The Canadian Food Service Executives Association
Reception/Dinner/Meeting
No. of People - 29

February 22nd - The Institute of Canadian Bankers
Meeting
No. of People - 550

The Hamilton-Wentworth Housing Authority
Reception/Dinner/Meeting
No. of People - 10

February 1955 - The Institute of Social Statistics of London
London, England

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London, England

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February 1955 - The Institute of Social Statistics of London
London, England

February 23rd - Wentworth Board of Education
Meetings/Reception
No. of People - 700

Robinson Cone
Reception/Dinner
No. of People - 42

February 24th - The Hamilton-Wentworth Childrens Aid Society
Reception/Dinner/Dance
No. of People - 72

February 25th - Ontario Provincial Open Karate Championship
Karate championship
No. of People - 1,500

Procter and Gamble
Reception/Dinner/Dance
No. of People - 975

Canadian Society of Industrial Engineers
Luncheon/Meeting
No. of People - 15

Riches/Auchterlonie Wedding
Reception/Dinner/Dance
No. of People - 120

February 26th - The Hamilton Flea Market Ltd.
Flea Market
No. of People - 3,500

February 27th - Ambitious City Toast Mistress
Dinner/Meeting
No. of People - 27

February 29th - The Corporation of the City of Hamilton
Meeting
No. of People - 17

/kw
12/03/84

Section 100 - The National Board of Directors
The National Board of Directors
The National Board of Directors

Section 101 - The National Board of Directors
The National Board of Directors
The National Board of Directors

Section 102 - The National Board of Directors
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Section 103 - The National Board of Directors
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Section 104 - The National Board of Directors
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Section 105 - The National Board of Directors
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Section 106 - The National Board of Directors
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Section 107 - The National Board of Directors
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Section 108 - The National Board of Directors
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Section 109 - The National Board of Directors
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The National Board of Directors

Section 110 - The National Board of Directors
The National Board of Directors
The National Board of Directors



HAMILTON CONVENTION CENTRE

3h

OPERATIONS COMMITTEE

REPORT

March 20, 1984

The Operations Committee met on March 19th, 1984, and reports as follows:

1. Terms of Reference

Submitted herewith for the approval of the Board of Directors are the terms of reference established by the Committee:

- (a) Formulate and recommend to the Board for approval all policy matters regarding operations, administration and marketing and sales
- (b) Prepare and review an annual budget as it pertains to Operations Committee functions for submission to the Audit/Finance Committee
- (c) Prepare and review an annual capital budget for presentation to the Audit/Finance Committee
- (d) Recommend to the Audit/Finance Committee for approval all operational expenditures over \$5,000
- (e) Prepare and recommend to the Board an annual Marketing Plan
- (f) Develop and evaluate self-sponsored functions
- (g) Deal with all personnel matters
- (h) Review and recommend for approval all contracts for services
- (i) Develop and recommend for approval future plans and programmes
- (j) Forward to the Audit/Finance Committee the financial implications of all matters falling under the jurisdiction of the Operations Committee
- (k) Provide a written report to the Board of Directors at the monthly meeting of the Board
- (l) Offer suggestions and proposals to improve the operations,



WYOMING UNIVERSITY OF EDUCATION

EDUCATION DEPARTMENT

1982

March 17, 1982

The following information was received from the Wyoming Department of Education on March 17, 1982, and is being furnished to you for your information.

1. List of Candidates

The following information was received from the Wyoming Department of Education on March 17, 1982, and is being furnished to you for your information.

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administration and marketing/sales aspects of the Centre

- (m) Monitor sales results
- (n) Monitor building and equipment to ensure optimum performance
- (o) Monitor Operational efficiency and effectiveness
- (p) Perform other duties as assigned by the Board.

2. Institute of Association Executives - Annual Conference

The 1984 Annual Conference of the Institute of Association Executives will be held in Ottawa, August 12th to 15th, at the Westin Hotel. This Conference is the most prestigious association meeting in Canada, and from a convention sales point of view, it is very important that the Centre be represented. It is proposed that the Centre share a booth with the Region, and assist the Hamilton Convention Action Committee in sponsoring a hospitality suite for one evening during the conference. Sales calls on association executives in the Ottawa area can also be carried out during that time frame. It is suggested that both the General Manager and Sales Manager attend this conference to ensure adequate representation for the Centre. The cost for staff to attend, including registration, airfare, hotel, etc. is approximately \$1,800, and is provided for in the 1984 operating budget.

The Committee therefore recommends that the General Manager and Sales Manager be authorized to attend the 1984 Institute of Association Executives Annual Conference, to be held in Ottawa, Ontario, August 12th to 15th, at a cost of approximately \$1,800.00.

3. Request for Capital Purchases

The Committee recommends that the following capital purchases be approved at a total cost not to exceed \$10,530, to be financed from the Centre's 1983 capital allocation:

Artificial Plants	\$ 1,765
Interior Signage	1,330
Dance Floor	<u>7,435</u>
TOTAL:	<u>\$10,530</u>

NOTE: The above total includes all applicable sales taxes, and 10% to allow for price fluctuations at the time of ordering. Please refer to rationale submitted with the Report of the Audit/Finance Committee.

4. Effect of Imposing 15% Rebate on Gross Revenue - Trade Show Service Companies

For the information of the Board, management is awaiting advice from Hamilton Convention & Show Services with regard to potential revenue from the imposition of the 15% rebate, as well as other pertinent data. A report will be forthcoming to the Committee by the next meeting outlining the financial and other implications of imposing a 15% rebate on services performed by trade show service companies.

5. Air Intake/Exhaust Problem

For the Board's information, the City Architect has gone back to the Architect of the Convention Centre, Mr. Trevor Garwood-Jones, to determine whether the problem with the air intake/exhaust system is, in fact, a design deficiency. The City Architect has not received word from Mr. Garwood-Jones as yet, and is therefore, not in a position to report further. The Board will be kept abreast of any new developments with regard to this problem.

6. Design Problems

The Committee wishes to advise the Board that a further problem which may have arisen due to a design deficiency has just come to light. Pipes designed to heat the vestibule area between the two sets of doors at the Summers Lane entrance are located outside of the building, and during the cold weather, the pipes froze and broke off at a valve causing a major build-up of water over an exterior ceiling area which resulted in the collapse of an area of the ceiling, and interior damage to electrical fire monitoring equipment and intercom systems. It is likely that there is other hidden damage as well. The Committee is very concerned about instances such as these insofar as public safety is involved, and has directed the General Manager to ask the City Architect to review the Convention Centre drawings to ensure that there are no other potential problem areas.

For the Board's information, repairs to the above-mentioned area will be conducted in the warmer weather when the wood has dried out, and heating of the area will be accomplished by means of electric heaters, on the recommendation of the City's Property Maintenance Superintendent.

Walter H. Reuther, Secretary of the United Brotherhood of Carpenters and Joiners of America

Dear Mr. Reuther: The United Brotherhood of Carpenters and Joiners of America is a very old organization, and it is proud to have been a part of the labor movement since its inception. We are interested in the work of the National Labor Relations Board and the National Labor Relations Act, and we are sure that you will be interested in the work of the United Brotherhood of Carpenters and Joiners of America.

Sincerely yours,

Walter H. Reuther, Secretary of the United Brotherhood of Carpenters and Joiners of America

Very truly yours,

Walter H. Reuther, Secretary of the United Brotherhood of Carpenters and Joiners of America

Walter H. Reuther, Secretary of the United Brotherhood of Carpenters and Joiners of America

March 20, 1984.

7. Marketing/Sales Department Overview - February

The Committee advises that it reviewed the monthly overview for the Marketing and Sales Department for February. Sales were excellent, and the Centre continues to book a wide variety of functions. A copy of the Overview is available in the office of the General Manager for information.

RESPECTFULLY SUBMITTED,

Keith L. Clark per bc

KEITH L. CLARK, CHAIRMAN

Bonnie M. Cook
Secretary.

CONFIDENTIAL - SECURITY

The Committee believes that it is in the national interest to have the fullest possible knowledge of the activities of the Communist Party, and that the information furnished by the Committee is of a confidential nature. It is the policy of the Committee to keep this information confidential and to release it only to those persons who have a need to know it.

CONFIDENTIAL - SECURITY

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CONFIDENTIAL - SECURITY



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HAMILTON CONVENTION CENTRE

AUDIT/FINANCE COMMITTEE

REPORT

March 22, 1984

The Audit/Finance Committee met on March 22nd, 1984, and reports as follows:

1. Presentation of the Audited Financial Statements for the Year Ended December 31st, 1983

Submitted herewith for the approval of the Board of Directors are the audited financial statements for the year ended December 31st, 1983. Mr. Michael Collyer of the firm of MacGillivray & Co. reviewed these results with the Committee and advised that the audit report is an unqualified, standard report which expresses an unqualified opinion on the financial statements. Mr. Collyer stated that the audit team found things to be in good order. Controls are good, and all recommendations to improve controls made previously have been implemented and are working well. Sample transaction tests have revealed no problems, and as a result, MacGillivray & Co. has made no recommendations for improvement. A copy of a letter presented to the Committee at its meeting by Mr. Collyer, dated March 22nd, 1984, is attached hereto for the information of the Board. The Board will note that this letter confirms Mr. Collyer's comments made at the meeting.

The audited financial statements contain no adjustments from the unaudited version of the 1983 results which were presented to the Board in January, 1984. In addition, the notes contained in the audited statements are, for the main part, identical to the notes in the 1982 statements.

The Committee recommends that the Board approve the audited financial statements for the year ended December 31st, 1983, and that a copy be forwarded to the City Treasurer.

2. Presentation of the Unaudited Financial Statements for the Two-Month Period Ended February 29th, 1984

Submitted herewith for the approval of the Board of Directors are the unaudited financial results for the two-month period ended February 29th, 1984.

The Committee has reviewed and discussed the results in detail. Particular concern was again expressed over food margins. For the information of the Board, management has reacted positively to correct the problem by recosting all menus, increasing prices of some, but not all menus, effective April 1st, 1984, and closely scrutinizing staff consumption of leftover food. Specially designed menus will be costed to contain a 33% food cost, which is well under the budgeted cost.

A further matter of concern was the Centre's deficit position to February 29th. The Committee noted that the Centre is currently at about the same deficit position as it was for the same time frame in 1983. However, January and February sales in 1984 have far exceeded those for that period in 1983. This is due in part to increased advertising in 1984, and increases in building repairs and maintenance.

The Committee recommends to the Board that the unaudited financial results for the two-month period ended February 29th, 1984 be approved, and that a copy be forwarded to the City Treasurer.

3. Request for Capital Purchases

The Committee hereby recommends that the Board approve the following capital purchases in a total amount not to exceed \$10,530, to be financed from the Centre's 1983 capital allocation:

Artificial Plants	\$ 1,765
Interior Signage	1,330
Dance Floor	<u>7,435</u>
TOTAL:	<u>\$10,530</u>

NOTE: The above total includes all applicable sales taxes and 10% to allow for price fluctuations at the time of ordering.

Please refer to the attached rationale for further information.

4. Report on the Effect of Imposition of 15% Rebate From Trade Show Service Companies

The Committee advises that management has been unable to obtain necessary information from Mr. Ralph Strachan as yet in order to proceed with the preparation of a report on this matter. It is expected that the information will be on hand for a report to be submitted at the next meeting.

5. Grant to Finance Automatic Door Openers for the Disabled

For the Board's information, the Committee requested that management determine whether or not any funds would be available from Wintario or The Hamilton Foundation to assist the Centre in financing the installation of automatic door openers for the use of the handicapped, at the Summers Lane entrance. Unfortunately, the Centre does not qualify to receive such assistance.

6. March Revenue Picture and First Quarter Results

The Committee wishes to advise the Board that the March revenues have fallen below plan by approximately \$30,000 from current indications.

The first quarter deficit position was discussed by the Committee, and it is expected that there will be a budgetary surplus at the end of March of approximately \$10,000.

RESPECTFULLY SUBMITTED,

Terry E. Yates per se
TERRY E. YATES CHAIRMAN

B. Cook
Secretary.

Item 1: Review of the Report of the Committee for the Study of the

The Committee's report, dated January 15, 1964, is a thorough and well-documented study of the problem of the administration of the University of California. It is a study which is both comprehensive and detailed, and it is a study which is both objective and impartial. The Committee's report is a study which is both a contribution to the knowledge of the problem and a contribution to the solution of the problem. It is a study which is both a contribution to the knowledge of the problem and a contribution to the solution of the problem. It is a study which is both a contribution to the knowledge of the problem and a contribution to the solution of the problem.

Item 2: Review of the Report of the Committee for the Study of the

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Administrative Committee

Copy 3
Date: 3/22/64

MACGILLIVRAY & Co.

CHARTERED ACCOUNTANTS

Internationally: Spicer and Oppenheim

4 Hughson Street South
M.P.O. Box 679
Hamilton, Ontario L8N 3M5

Telephone (416) 523-7732
Cable Address: ESSANO, Hamilton

Montreal
Ottawa
Toronto
St. Catharines
Port Colborne
Brampton
Burlington
Hamilton
Listowel
Goderich
Winnipeg
Calgary
Edmonton
Prince George
Vancouver

March 22, 1984

Mr. Terry Yates,
Chairman,
Audit/Finance Committee,
The Hamilton Place
Convention Centre Inc.,
50 Main Street West,
Hamilton, Ontario,
L8P 1H3

Dear Sir:

We have completed our audit of the records of the Convention Centre for the year ended December 31, 1983. Our audit results indicated to us that the financial control systems of the Convention Centre are operating effectively. In addition, the staff of the Convention Centre have responded to our previous recommendations concerning internal control and have adopted those recommendations where they felt they were suitable for the operations of the Convention Centre. Since, in our opinion, your control systems are good and are operating effectively, we have no recommendations for improvement in the current year.

We would especially like to thank the staff of the Convention Centre for the willing cooperation shown to us during the course of our audit.

Yours truly,

MACGILLIVRAY & CO.

per *Michael G. Collyer*

Michael G. Collyer, C.A.
Partner/ah

THE HAMILTON PLACE CONVENTION CENTRE, INC.

FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 1983

We have examined the balance sheet of The Hamilton Place Convention Centre, Inc. as at December 31, 1983 and the statements of income and expenses for the year then ended. Our examination was made in accordance with generally accepted auditing standards and accordingly included such tests and other procedures as we considered necessary in the circumstances.

In our opinion, these financial statements present fairly the financial position of the company as at December 31, 1983 and the results of its operations for the year then ended in accordance with generally accepted accounting principles applied on a basis consistent with that of the preceding year.

March 7, 1984

Philip G. H. H. H.
CHARTERED ACCOUNTANT

DRAFT
FOR
DISCUSSION ONLY

THE NATIONAL FLAME PROTECTION CENTER, INC.

ANNUAL REPORT

FOR THE YEAR ENDING DECEMBER 31, 1961



AUDITORS' REPORT

To the Directors of
The Hamilton Place
Convention Centre, Inc.

We have examined the balance sheet of The Hamilton Place Convention Centre, Inc. as at December 31, 1983 and the statement of revenue and expenditure for the year then ended. Our examination was made in accordance with generally accepted auditing standards and accordingly included such tests and other procedures as we considered necessary in the circumstances.

In our opinion, these financial statements present fairly the financial position of the company as at December 31, 1983 and the results of its operations for the year then ended in accordance with generally accepted accounting principles applied on a basis consistent with that of the preceding year.

Mac Gillinay & Co

CHARTERED ACCOUNTANTS.

March 9, 1984.

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FOR
DISCUSSION ONLY

ADDITIONAL REPORT

To the President of
the American People
Government Center, Inc.

It has been stated the balance sheet of the American People Government Center, Inc. as of December 31, 1961 and the statement of revenues and expenditures for the year ended 1961. The examination was made in accordance with generally accepted auditing standards and accordingly included such tests and other procedures as we considered necessary in the circumstances.

In our opinion, these financial statements present fairly the financial position of the company as at December 31, 1961 and the results of its operations for the year ended in accordance with generally accepted accounting principles applied on a basis consistent with that of the preceding year.

W. J. [Signature]

CHARTERED ACCOUNTANTS

June 4, 1962



THE HAMILTON PLACE CONVENTION CENTRE, INC.
 BALANCE SHEET
 AS AT DECEMBER 31, 1983
 (with comparative figures for 1982)

A S S E T S

	1983	1982
CURRENT ASSETS		
Imprest funds	\$ 2,000	\$ 1,000
Bank	100	100
Accounts receivable	129,230	64,819
Inventories (note 1)	57,919	73,113
Prepaid expenses	7,152	4,704
	<u>\$ 196,401</u>	<u>\$ 143,736</u>

L I A B I L I T I E S

CURRENT LIABILITIES		
Accounts payable	\$ 57,304	\$ 47,430
Sales tax payable	14,954	6,806
Deposits on future rentals	42,213	38,022
Due to the City of Hamilton	81,930	51,478
	<u>\$ 196,401</u>	<u>\$ 143,736</u>

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FOR
DISCUSSION ONLY

THE HAMILTON TRUST INVESTMENT COMPANY, INC.
BALANCE SHEET
AS AT DECEMBER 31, 1931
(with comparative figures for 1930)

ASSETS

1931	1930
\$ 1,000	\$ 5,000
100	100
44,819	128,520
55,113	57,819
2,104	7,112
<u>\$ 103,040</u>	<u>\$ 190,540</u>

CURRENT ASSETS
Current Cash
Cash
Accounts receivable
Investments (note 1)
Fixed deposits

LIABILITIES

1931	1930
\$ 41,430	\$ 57,304
5,000	10,000
50,012	42,214
22,418	81,020
<u>\$ 100,401</u>	<u>\$ 190,401</u>

CURRENT LIABILITIES
Accounts payable
Notes and payables
Deposits on future contracts
Due to the City of Hamilton

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FOR
DISBURSEMENT ONLY

THE HAMILTON PLACE CONVENTION CENTRE, INC.
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 1983

1. SIGNIFICANT ACCOUNTING POLICIES

The Centre follows accounting principles appropriate for a non-profit organization. The more significant of these policies are summarized below.

(a) Inventories -

Inventories are valued at the lower of cost on a first-in, first-out or replacement value.

(b) Fixed Assets and Depreciation -

The land, buildings and original equipment of the Convention Centre are owned by The Corporation of the City of Hamilton. Purchases of equipment and furnishings are charged either directly to operations in the year in which the expenditures occur, or to a reserve fund established for the purchase of fixed assets.

2. CONTINGENCY

A suit has been filed by the former General Manager of the Centre claiming \$ 1,000,000 for wrongful dismissal and damages relating thereto. The action has been tried in the Supreme Court of Ontario and the decision is pending.

3. COMPARATIVE FIGURES

Certain reclassifications of 1982 comparative figures have been made to conform to the financial statement presentation adopted in 1983. Effective January 1, 1983, the Centre was no longer charged with the cost of heat, light and air conditioning by the Corporation of the City of Hamilton.

4. TRANSFER TO CITY OF HAMILTON

The excess of revenue over expenditure for the year has been returned to the City of Hamilton and has been designated for the Convention Centre Reserve for Capital Projects in the general revenue fund of the City of Hamilton. These funds and interest earned thereon will be used to finance ~~major building repairs~~, purchase of equipment or replacement thereof.

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FOR
DISCUSSION ONLY

THE HAMILTON PLACE CORPORATION, INC.
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 1983

1. SIGNIFICANT ACCOUNTING POLICIES

The Company follows accounting principles appropriate for a corporation. The more significant of these policies are summarized below.

(a) Investments -

Investments are valued at the lower of cost or a discount to fair value.

(b) Fixed Assets and Depreciation -

The fixed assets are valued at the lower of cost or a discount to fair value. Depreciation is computed on a straight-line basis over the estimated useful life of the assets. The estimated useful life of the assets is determined by the nature of the assets and the expected pattern of consumption of their economic benefits.

2. INCOME TAXES

A valuation allowance is provided for the deferred tax assets if it is more likely than not that some portion or all of the deferred tax assets will not be realized. The Company has determined that a valuation allowance is not required for its deferred tax assets.

3. DEFERRED TAXES

Deferred taxes are recognized for the difference between the carrying amount of an asset or liability on the balance sheet and its tax basis. Deferred taxes are calculated using the liability method.

4. INCOME TAXES IN THE CITY OF HAMILTON

The income tax expense is calculated based on the income tax return filed with the City of Hamilton. The Company has determined that its income tax expense is calculated based on the income tax return filed with the City of Hamilton.

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THE HAMILTON PLACE CONVENTION CENTRE, INC.
 STATEMENT OF REVENUE AND EXPENDITURE
 FOR THE YEAR ENDED DECEMBER 31, 1983
 (with comparative figures for 1982)

	<u>1983</u>	<u>1982</u>
REVENUE		
Net contribution from food and beverage operations (Schedule #1)	\$ 232,841	\$ 138,223
Rentals	306,031	300,510
Other	55,732	57,880
	<u>594,604</u>	<u>496,613</u>
EXPENDITURE (Schedule #2)		
Administration	373,676	307,975
Maintenance	306,230	534,000
Marketing and promotion	130,461	209,272
	<u>810,367</u>	<u>1,051,247</u>
EXCESS OF EXPENDITURE OVER REVENUE ON OPERATIONS	215,763	554,634
CONTRIBUTION FROM THE CITY OF HAMILTON	528,550	729,844
EXCESS REVENUE OVER EXPENDITURES FOR THE YEAR	312,787	175,210
TRANSFER TO CITY OF HAMILTON (note 4)	312,787	175,210
	<u>\$ -</u>	<u>\$ -</u>

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FOR
DISCUSSION ONLY

THE HAMILTON PLACE CONVENTION CENTRE, INC.
 SCHEDULE OF FOOD AND BEVERAGE OPERATION
 FOR THE YEAR ENDED DECEMBER 31, 1983
 (with comparative figures for 1982)

	Beverage		Food		Total	
	1983	1982	1983	1982	1983	1982
SALES	\$ 369,351	\$ 330,848	\$ 832,728	\$ 702,029	\$ 1,202,079	\$ 1,032,877
COST OF SALES	122,969	113,212	273,109	234,158	396,078	347,370
GROSS MARGIN	\$ 246,382	\$ 217,636	\$ 559,619	\$ 467,871	806,001	685,507
OPERATING COSTS	66.7%	65.8%	67.2%	66.6%		
Salaries and wages					413,219	414,201
Employee benefits					52,207	42,700
Laundry and rental of uniforms					37,031	31,060
Supplies					57,957	42,615
Rental of equipment - net					1,397	14,822
Repairs and maintenance of equipment					11,198	1,667
Sundry					151	219
NET CONTRIBUTION					573,160	547,284
	\$		\$		\$ 232,841	\$ 138,223

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FOR
DISCUSSION ONLY

THE HAMILTON PLACE CONVENTION CENTRE, INC.
 SCHEDULE OF EXPENDITURES
 FOR THE YEAR ENDED DECEMBER 31, 1983
 (with comparative figures for 1982)

	1983	1982
ADMINISTRATION		
Salaries and wages	\$ 213,603	\$ 170,070
Employee benefits	30,631	24,402
Consultants fees	8,603	6,064
Car allowances	-	586
Postage	2,236	1,847
Telephone	17,351	18,778
Memberships and subscriptions	1,359	583
Supplies	6,325	7,623
Rental of equipment	14,594	15,777
Purchase of equipment and furnishings	1,001	140
Legal and audit	59,739	41,807
(Recovery of) provision for doubtful accounts	-	(1,169)
Information desk and cigarette sales (net)	11,978	15,463
Sundry	6,256	6,004
	<u>\$ 373,676</u>	<u>\$ 307,975</u>
MAINTENANCE		
Salaries and wages	\$ 21,753	\$ 22,673
Employee benefits	3,403	2,856
Security	74,688	102,669
Janitorial services	44,486	55,001
Insurance	28,291	26,139
Supplies	5,584	5,449
Heat, power and air conditioning (note 3)	-	202,954
Water and sewer rates	5,347	6,223
Repairs and maintenance	120,328	105,655
Garbage disposal	1,416	2,350
Sundry	934	2,031
	<u>\$ 306,230</u>	<u>\$ 534,000</u>

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FOR
DISCUSSION ONLY

THE NATIONAL RAILROAD COMMISSION
 REPORT ON THE
 RAILROADS OF THE UNITED STATES
 FOR THE YEAR ENDING DECEMBER 31, 1901
 (with comparative figures for 1900)

1901	1900	
100,000	20,000	Salaries and wages
10,000	10,000	Expenses for fuel
10,000	10,000	Expenses for maintenance of way
10,000	10,000	Expenses for transportation
10,000	10,000	Expenses for general administration
10,000	10,000	Expenses for interest on bonds and mortgages
10,000	10,000	Expenses for depreciation
10,000	10,000	Expenses for other items
10,000	10,000	Total

1901	1900	
100,000	20,000	Salaries and wages
10,000	10,000	Expenses for fuel
10,000	10,000	Expenses for maintenance of way
10,000	10,000	Expenses for transportation
10,000	10,000	Expenses for general administration
10,000	10,000	Expenses for interest on bonds and mortgages
10,000	10,000	Expenses for depreciation
10,000	10,000	Expenses for other items
10,000	10,000	Total

1901
 1900
 1901

MARKETING AND PROMOTION

Salaries and wages
Employee benefits
Entertainment
Travelling and car allowance
Advertising and promotions
Memberships and subscriptions

	1983	1982
\$	64,083	\$ 67,190
	9,412	9,229
	1,719	3,146
	5,900	12,407
	47,806	116,647
	1,541	653
\$	130,461	\$ 209,272

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FOR
DISCUSSION ONLY

HAMILTON CONVENTION CENTRE
UNAUDITED OPERATING RESULTS
FOR THE TWO MONTH
PERIOD ENDED FEBRUARY 29, 1984

THE UNIVERSITY OF CHICAGO

LIBRARY

1207 EAST 58TH STREET

CHICAGO, ILL. 60637

I N D E X

OPERATING RESULTS FOR

THE TWO MONTH

PERIOD ENDED FEBRUARY 29, 1984

Introduction

Revenue recap 3301	Page 1.
Rental Revenues 3301 -10	Page 2.
Food & Beverage Banquets 3301 - 20	Page 3.
Other Revenue 3301 - 30	Page 4, 5.
Expenditures Recap 3321	Page 6.
Administration 3321 - 01	Page 7, 8.
Information Desk 3321 - 06	Page 9.
Building Maintenance 3321 - 10	Page 10, 11.
Purchasing/Receiving 3321 - 20	Page 12.
Marketing/Sales 3321 - 30	Page 13.
Food & Beverage - Administration 3321 - 50	Page 14.
Food & Beverage - Kitchen 3321 - 52	Page 15.
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Food & Beverage - Wastage 3321 - 58	Page 18.
Part-Time Labour Utilization Report	Page 19.
Analysis of Food & Beverage Costs	Page 20.
Inventories	Page 21.
Aging of Accounts Receivable	Page 22.

Account Number 3301 indicates Revenues

Account Number 3321 indicates Expenditures

HAMILTON CONVENTION CENTRE

UNAUDITED FINANCIAL REPORT FOR THE TWO

MONTH PERIOD ENDED FEBRUARY 29, 1984

Enclosed are the operating results for the month of February and the two month period ended February 29, 1984, which indicate deficits of approximately \$37,800 and \$86,800 respectively.

It should be noted that the operating deficit of \$86,800 for the two month period ended February 29, 1984, is well within the Centre's two month budgeted deficit of \$105,000. This is noteworthy since it indicates a budgetary surplus of approximately \$18,200 which represents an increase of \$7,200 over that previously reported for the one month period ended January 31, 1984. The \$18,200 surplus arose primarily due to revenues for the two month period exceeding budget by \$47,909 or 27.0%.

It should, however, be noted that the Centre's operating results were not all favorable. An area of concern is the Centre's food costs (see page 20), which continued to be significantly over-budget in February.

If you have any questions, please do not hesitate to contact either the general manager, Mr. William Penfold or myself.

Yours very truly,

John A. Leuser
John A. Leuser, B. Comm., C.A.
Director of Finance

March 12, 1984

JAL:cr

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HAMILTON CONVENTION CENTRE

Account Number 3301 indicates Revenue detail
Account Number 3321 indicates Expense detail

Actual Operating Results For The Two Month Period Ended February 28, 1983	Description	Budgeted Operating Results For		Actual Operating Results For		Percentage Of Total 1984 Annual Budget Spent Or Achieved
		The Year Ended December 31, 1984	The Two Month Period Ended February 29, 1984	The Month Of February, 1984	The Two Month Period Ended February 29, 1984	
Revenue:						
\$ 19,182	Rentals, etc, 3301 - 10	\$ 311,150	\$ 24,100	\$ 18,994	\$ 32,107	10.3%
129,593	F & B Banquets, etc. 3301-20	1,257,000	143,600	93,649	181,520	14.4%
6,828	Other Operating Revenue 3301-30	81,850	9,700	6,441	11,682	14.3%
\$ 155,603	Revenue from Operations	\$ 1,650,000	\$ 177,400	\$ 119,084	\$ 225,309	13.7%
\$ 241,639	Less Total Expenditures as shown on page 6.	2,096,950	282,400	156,884	312,109	14.9%
\$ 86,036	Excess of Expenditures Over Revenue From Operations	\$ 446,950	\$ 105,000	\$ 37,800	\$ 86,800	19.4%
\$ 101,564	Contribution from the City Of Hamilton 3301-02	446,950 (1)	105,000	45,000	105,000	23.6%
\$ 15,528	Budgetary Surplus	\$ Nil	\$ Nil	\$ 7,200	\$ 18,200	

Note: It should be noted that:

- (a) The operating statements have been prepared on the accrual basis of accounting; and
- (b) No provision has been made in the operating statement in respect of the litigation.

- (1) An additional \$43,050 in funds is being held in the City's Contingency Reserve in order to provide for 1984 salary and wage rate increases.

Actual Operating Results For The Two Month Period Ended February 28, 1983	Description	Budgeted Operating Results For		Actual Operating Results For		Percentage Of Total 1984 Annual Budget Spent Or Achieved
		The Year Ended December 31, 1984	The Two Month Period Ended February 29, 1984	The Month Of February, 1984	The Two Month Period Ended February 29, 1984	
\$ 19,182	Rentals - 3301 - 10 -	\$ 311,150	\$ 24,100	\$ 18,994	\$ 32,107	10.3%
2,920	Wentworth Exhibition Hall - 10	108,000		8,033	10,033	9.3%
850	Display Windows - 11	5,500		625	1,450	26.4%
5,500	Albion Room - 20	40,000		2,822	4,090	10.2%
340	Meeting Room No. 201 - 21	1,950		171	213	10.9%
625	Meeting Room No. 202 - 22	9,200		250	375	4.1%
495	Meeting Room No. 203 - 23	5,700		330	770	13.5%
180	Meeting Room No. 204 - 24	1,500		60	60	4.0%
510	Meeting Room No. 205 - 25	3,600		544	761	21.1%
1,145	Meeting Room No. 206 - 26	9,000		494	741	8.2%
3,700	Chedoke Banquet Hall - 30	91,000		2,750	7,572	8.3%
2,350	Webster Room - 31	24,000		2,000	4,420	18.4%
247	Meeting Room No. 314 - 32	7,700		594	759	9.9%
200	Hamilton Convention & Show Services - 40	1,500		125	225	15.0%
120	Piano Rentals - 55	1,000		-	40	4.0%
-	Rental of Tables, Chairs, Etc. - 60	1,500		196	598	39.9%

Actual Operating Results For The Two Month Period Ended February 28, 1983	Description	Budgeted Operating Results For		Actual Operating Results For		Percentage Of Total 1984 Annual Budget Spent Or Achieved
		The Year Ended December 31, 1984	The Two Month Period Ended February 29, 1984	The Month Of February, 1984	The Two Month Period Ended February 29, 1984	
\$ 129,593	Food & Beverage Sales - Banquet - 3301 - 20 -	\$ 1,257,000	\$ 143,600	\$ 93,649	\$ 181,520	14.4%
\$ 80,812	Food - 10	\$ 815,000		\$ 57,326	\$ 109,134	13.4%
4,284	Coffee, Juice (non-bar) Soft Drinks - 15	53,000		2,819	5,329	10.0%
19,271	Liquor - 35	145,000		12,202	26,865	18.5%
6,153	Beer - 40	100,000		6,271	12,514	12.5%
16,918	Wine - 45	127,000		13,587	25,517	20.1%
2,155	Soft Drinks (bar) and Fruit Punch - 50	17,000		1,444	2,161	12.7%

Actual Operating Results For The Two Month Period Ended February 28, 1983	Description	Budgeted Operating Results For		Actual Operating Results For		Percentage Of Total 1984 Annual Budget Spent Or Achieved
		The Year Ended December 31, 1984	The Two Month Period Ended February 29, 1984	The Month Of February, 1984	The Two Month Period Ended February 29, 1984	
\$ 6,828	Other Operating Revenue - 3301 - 30 -	\$ 81,850	\$ 9,700	\$ 6,441	\$ 11,682	14.3%
\$ 3,048	Audio-Visual, Electrical, Lighting & Operating Equipment Recoveries - 50	\$ 44,000		\$ 4,501	\$ 6,477	14.7%
12	Staff Time Recoveries - Bartenders - 60	700		30	48	6.9%
18	Staff Time Recoveries - Wait Staff - 61	310		18	18	5.8%
2,021	Staff Time Recoveries - Cashiers - 62	9,000		1,129	3,096	34.4%
-	Staff Time Recoveries - Security - 63	10,000		46	744	7.4%
722	Staff Time Recoveries - Porters - 64	3,500		-	18	0.5%
-	Staff Time Recoveries - Janitors - 67	4,000		-	-	%
-	Staff Time Recoveries - Elevator Operator - 68	-		-	-	%
-	Corkage Recoveries - 70	-		-	-	%

Actual Operating Results For The Two Month Period Ended February 28, 1983	Description	Budgeted Operating Results For		Actual Operating Results For		Percentage Of Total 1984 Annual Budget Spent Or Achieved
		The Year Ended December 31, 1984	The Two Month Period Ended February 29, 1984	The Month Of February, 1984	The Two Month Period Ended February 29, 1984	
\$ 768	Ticket Sales - 89	\$ -	\$	-	\$ -	- %
(768)	Settlement of Events Clearing - 90	-	-	-	-	- %
240	Cigarette Sales - 92	2,640	284	553	20.9%	
19	Bell Canada Commission - 93	300	36	106	35.3%	
-	Retail Sales Tax Compensation -94	900	-	-	-	- %
-	Sale of Hamilton Games - 97	-	-	-	-	- %
748	Miscellaneous Recoveries - 99	6,500	397	622	9.6%	

Actual Operating Results For The Two Month Period Ended February 28, 1983		Budgeted Operating Results For		Actual Operating Results For		Percentage Of Total 1984 Annual Budget Spent Or Achieved
Description		The Year Ended December 31, 1984	The Two Month Period Ended February 29, 1984	The Month Of February, 1984	The Two Month Period Ended February 29, 1984	
\$ 241,639	Expenditures - 3321 -	\$ 2,096,950	\$ 282,400	\$ 156,884	\$ 312,109	14.9%
\$ 57,905	Administration - 01	\$ 335,060	\$ 53,605	\$ 25,855	\$ 51,809	15.5%
1,482	Information Desk - 06	18,800	2,191	1,783	3,451	18.4%
42,675	Building Maintenance - 10	353,720	52,085	28,298	55,044	15.6%
4,315	Purchasing/Receiving - 20	32,870	4,978	2,836	5,598	17.0%
14,682	Marketing & Sales Promotion - 30	262,310	26,249	13,810	26,216	10.0%
16,017	F & B Administration - 50	78,060	13,003	5,737	11,936	15.3%
46,678	F & B Kitchen - 52	480,510	60,940	36,316	72,650	15.1%
57,849	F & B Banquet - 54	535,620	69,349	42,235	85,386	15.9%
36	F & B Wastage - 58	-	-	14	19	- %

Actual Operating Results For The Two Month Period Ended February 28, 1983	Description	Budgeted Operating Results For		Actual Operating Results For		Percentage Of Total 1984 Annual Budget Spent Or Achieved
		The Year Ended December 31, 1984	The Two Month Period Ended February 29, 1984	The Month Of February, 1984	The Two Month Period Ended February 29, 1984	
\$ 57,905	Administration 3321 - 01 -	\$ 335,060	\$ 53,605	\$ 25,855	\$ 51,809	15.5%
\$ 32,007	Salaries - 01	209,630	33,693	16,356	33,426	15.9%
-	Temporary Help-Office - 02	3,000	2,220	1,173	2,349	78.3%
300	Long Term Disability Premium - 04	1,870	312	400	757	40.5%
2,370	Pensions - 05	15,400	2,550	1,350	2,550	16.6%
624	Unemployment Insurance - 07	4,380	718	305	625	14.3%
1,242	Medical & Hospital - 08	8,800	1,467	935	1,635	18.6%
360	Group Life Insurance - 10	2,920	479	76	306	10.5%
2,871	Telephones - 11	19,500	3,200	1,304	2,659	13.6%
1,280	Recruiting Costs - 12	-	-	-	-	- %
311	Postage - 16	2,400	300	260	285	11.8%
280	Office Supplies & Stationery - 21	7,000	600	246	396	5.7%
5	Compensation to Client/Guest For Lost Items, Cleaning, etc. - 25	200	33	10	10	5.0%
-	Repairs & Maintenance - Office Equipment - 31	1,000	167	93	93	9.3%
-	Licences and Permits - 43	500	83	83	83	16.6%
10	Bank Charges - 44	100	20	44	64	64.0%

Actual Operating Results For The Two Month Period Ended February 28, 1983	Description	Budgeted Operating Results For		Actual Operating Results For		Percentage Of Total 1984 Annual Budget Spent Or Achieved
		The Year Ended December 31, 1984	The Two Month Period Ended February 29, 1984	The Month Of February, 1984	The Two Month Period Ended February 29, 1984	
\$ 46	Service Charges - 45	\$ 300	\$ 50	\$ 20	\$ 100	33.3%
88	Brink's Charges - Trans- portation of Money - 46	800	144	72	144	18.0%
-	Credit Bureau Charges - 47	100	16	8	12	12.0%
-	Provision For Collection Fees - 48	200	33	-	-	- %
1,000	Provision For Bad Debts - 49	4,800	800	400	800	16.7%
7,260	Consultant's Fee - 56	-	-	-	-	- %
66	Entertainment Expenses - General Manager - 61	1,560	260	86	106	6.8%
6	Board of Directors Meetings - 63	2,240	700	449	466	20.8%
-	Office Equipment - 71	500	83	90	90	- %
2,554	Rental - Office Equipment - 83	22,000	2,700	1,130	2,199	10.0%
9	Travelling - 91	2,460	160	24	93	3.8%
169	Memberships & Subscriptions - 93	2,100	600	2	529	25.2%
-	Training Courses - 94	3,300	550	105	365	11.1%
2,120	Audit Fees - 97	10,000	1,667	834	1,667	16.7%
2,927	Legal Fees - 98	8,000	-	-	-	- %

Actual Operating Results For The Two Month Period Ended February 28, 1983	Description	Budgeted Operating Results For		Actual Operating Results For		Percentage Of Total 1984 Annual Budget Spent Or Achieved
		The Year Ended December 31, 1984	The Two Month Period Ended February 29, 1984	The Month Of February, 1984	The Two Month Period Ended February 29, 1984	
\$ 1,482	Information Desk - 3321 - 06 -	\$ 18,800	\$ 2,191	\$ 1,783	\$ 3,451	18.4%
\$ 1,103	Temporary Help - 02	\$ 15,430	\$ 1,650	\$ 1,462	\$ 2,790	18.1%
20	Pensions - 05	260	28	21	46	17.7%
43	Unemployment Insurance - 07	560	60	65	110	19.6%
208	Tobacco Supplies - 23	1,900	345	181	397	20.9%
108	Cigarette Machine Rental - 87	650	108	54	108	16.6%

Actual Operating Results For The Two Month Period Ended February 28, 1983	Description	Budgeted Operating Results For		Actual Operating Results For		Percentage Of Total 1984 Annual Budget Spent Or Achieved
		The Year Ended December 31, 1984	The Two Month Period Ended February 29, 1984	The Month Of February, 1984	The Two Month Period Ended February 29, 1984	
\$ 42,675	Building Maintenance - 3321 - 10 -	\$ 353,720	\$ 52,085	\$ 28,298	\$ 55,044	15.6%
\$ 2,774	Salaries - 01	\$ 18,980	\$ 3,127	\$ 1,536	\$ 3,144	16.6%
328	Temporary Help - 02	3,610	386	-	-	- %
-	Long Term Disability Premium - 04	170	28	60	74	43.5%
220	Pensions - 05	1,510	252	103	223	14.8%
102	Unemployment Insurance - 07	830	138	31	91	11.0%
215	Medical & Hospital - 08	1,340	223	135	245	18.3%
28	Group Life Insurance - 10	190	32	10	25	13.2%
1,000	Water Rates and Sewer Surcharge - 13	6,900	1,150	525	1,050	15.2%
101	Garbage Disposal - 19	1,500	150	46	270	18.0%
-	Decorations - 21	1,000	50	24	24	2.4%
483	Cleaning & Washroom Supplies -22	4,500	750	930	1,143	25.4%
131	Operating Supplies - 23	1,200	200	282	326	27.2%
13,780	Repairs & Maintenance - Co-Ordinator's Responsibilities (0333-0999) - 31	112,390	18,732	9,366	18,732	16.7%
1,081	Repairs & Maintenance - Building - 33	31,000	3,000	1,968	3,713	12.0%

Actual Operating Results For The Two Month Period Ended February 28, 1983	Description	Budgeted Operating Results For		Actual Operating Results For		Percentage Of Total 1984 Annual Budget Spent Or Achieved
		The Year Ended December 31, 1984	The Two Month Period Ended February 29, 1984	The Month Of February 1984	The Two Month Period Ended February 29, 1984	
\$ 5,340	Insurance - Fire and Liability - 42	\$ 31,000	\$ 5,167	\$ 2,584	\$ 5,167	16.7%
5,110	Contractual Services - Janitorial - 57	50,000	5,600	4,169	7,810	15.6%
11,148	Contractual Services - Security - 58	69,000	9,000	4,617	9,371	13.6%
750	Contractual Services - Various - 60	9,000	2,700	1,719	2,846	31.6%
-	Security-Recoverable From Events - 61	8,000	1,133	35	632	7.9%
84	Small Tools -73	400	67	94	94	23.5%
-	Rental-Maintenance Equipment - 88	200	33	-	-	- %
-	Miscellaneous Equipment Purchases (Less Than \$750) - 89	1,000	167	64	64	6.4%

Actual Operating Results For The Two Month Period Ended February 28, 1983	Description	Budgeted Operating Results For		Actual Operating Results For		Percentage Of Total 1984 Annual Budget Spent Or Achieved
		The Year Ended December 31, 1984	The Two Month Period Ended February 29, 1984	The Month Of February, 1984	The Two Month Period Ended February 29, 1984	
\$ 4,315	Purchasing/Receiving - 3321 - 20 -	\$ 32,870	\$ 4,978	\$ 2,836	\$ 5,598	17.0%
\$ 3,122	Salaries - 01	\$ 20,780	\$ 3,424	\$ 1,679	\$ 3,438	16.5%
559	Temporary Help - 02	7,580	811	712	1,366	18.0%
32	Long Term Disability Premium - 04	190	31	66	81	42.6%
232	Pensions - 05	1,670	275	126	261	15.6%
125	Unemployment Insurance - 07	900	148	71	143	15.9%
215	Medical & Hospital - 08	1,340	221	135	245	18.3%
30	Group Life Insurance - 10	210	35	11	28	13.3%
-	Operating Supplies - 23	200	33	36	36	18.0%

Actual Operating Results For The Two Month Period Ended February 28, 1983	Description	Budgeted Operating Results For		Actual Operating Results For		Percentage Of Total 1984 Annual Budget Spent Or Achieved
		The Year Ended December 31, 1984	The Two Month Period Ended February 29, 1984	The Month Of February, 1984	The Two Month Period Ended February 29, 1984	
\$ 14,682	Marketing and Sales Promotion 3321 - 30 -	\$ 262,310	\$ 26,249	\$ 13,810	\$ 26,216	10.0%
8,880	Salaries - 01	67,070	\$ 11,050	\$ 5,530	\$ 11,322	16.9%
90	Long Term Disability Premium - 04	610	101	214	265	43.4%
630	Pensions - 05	5,100	842	397	827	16.2%
225	Unemployment Insurance - 07	1,870	309	128	286	15.3%
305	Medical and Hospital - 08	3,970	655	400	735	18.5%
75	Group Life Insurance - 10	660	109	36	92	13.9%
3,538	Advertising and Promotion - 12	160,130	11,800	6,679	11,693	7.3%
47	Office Supplies - 21	1,500	250	116	216	14.4%
184	Entertainment Expense - Sales Manager - 61	1,500	250	132	167	11.1%
-	Entertainment Expenses - Sales Representative - 63	500	83	112	112	22.4%
15	Travelling - 91	16,400	300	21	152	0.9%
400	Car Allowance - 92	-	-	-	-	- %
293	Memberships and Subscriptions -93	2,000	333	-	304	15.2%
-	Training Courses - 94	1,000	167	45	45	4.5%

Actual Operating Results For The Two Month Period Ended February 28, 1983		Budgeted Operating Results For The Year Ended December 31, 1984		Actual Operating Results For The Two Month Period Ended February 29, 1984		Actual Operating Results For The Two Month Period Ended February 29, 1984		Percentage Of Total 1984 Annual Budget Spent Or Achieved
Description								
<u>\$ 16,017</u>		<u>\$ 78,060</u>		<u>\$ 13,003</u>		<u>\$ 5,737</u>		<u>15.3%</u>
Food and Beverage - Client Services - General Administration 3321 - 50 -								
\$ 12,647	Salaries - 01	\$ 67,460		\$ 11,114		\$ 5,496	\$ 11,253	16.7%
(1,287)	Gratuity Recoveries on Salaries - 02	(13,470)		(1,539)		(859)	(1,784)	13.2%
142	Long Term Disability Premium - 04	580		96		214	263	45.3%
940	Pensions - 05	5,100		841		405	815	16.0%
2,500	Workmen's Compensation - 06	6,000		1,000		-	500	8.3%
285	Unemployment Insurance - 07	1,770		292		152	292	16.5%
396	Medical and Hospital - 08	2,440		403		166	306	12.5%
111	Group Life Insurance - 10	660		109		38	91	13.8%
119	Office Supplies and Printing - 21	5,500		200		110	185	3.4%
-	Entertainment Expenses - Client Services Manager - 60	630		105		-	-	- %
19	Entertainment Expenses - Client Services Representative - 61	210		35		15	15	7.1%
145	Memberships and Subscriptions - 93	180		180		-	-	- %
-	Training Courses - 94	1,000		167		-	-	- %

Actual Operating Results For The Two Month Period Ended February 28, 1983	Description	Budgeted Operating Results For		Actual Operating Results For		Percentage Of Total 1984 Annual Budget Spent Or Achieved
		The Year Ended December 31, 1984	The Two Month Period Ended February 29, 1984	The Month Of February, 1984	The Two Month Period Ended February 29, 1984	
\$ 46,678	Food and Beverage - Kitchen 3321 - 52 -	\$ 480,510	\$ 60,940	\$ 36,316	\$ 72,650	15.1%
\$ 14,049	Salaries - 01	\$ 107,140	\$ 16,586	\$ 7,889	\$ 16,658	15.5%
(2,574)	Gratuity Recovery on Salaries - 02	(26,950)	(3,078)	(1,717)	(3,568)	13.2%
881	Temporary Help - Cooks and Kitchen Help - 03	17,360	1,986	1,163	2,169	12.5%
150	Long Term Disability Premium - 04	1,050	173	236	294	28.0%
1,110	Pensions - 05	9,320	1,500	636	1,336	14.3%
565	Unemployment Insurance - 07	4,450	721	261	631	14.2%
682	Medical and Hospital - 08	5,100	850	507	837	16.4%
2,913	Temporary Help - Stewarding - 09	38,300	4,308	2,474	5,947	15.5%
125	Group Life Insurance - 10	1,120	185	74	134	12.0%
1,860	Cleaning and Operating Supplies - 23	15,000	2,100	1,326	2,794	18.6%
135	Repairs and Maintenance - Kitchen Equipment - 32	7,000	1,000	585	951	13.6%
26,782	Food Cost - 64	299,520	34,259	22,882	44,467	14.8%
-	Rental - Operating Equipment - 88	100	17	-	-	- %
-	Miscellaneous Equipment (Purchases less than \$750)	2,000	333	-	-	- %

Actual Operating Results For The Two Month Period Ended February 28, 1983	Description	Budgeted Operating Results For		Actual Operating Results For		Percentage Of Total 1984 Annual Budget Spent Or Achieved
		The Year Ended December 31, 1984	The Two Month Period Ended February 29, 1984	The Month Of February, 1984	The Two Month Period Ended February 29, 1984	
		\$	\$	\$	\$	
\$ 57,849	Food and Beverage - Banquet 3321 - 54 -	\$ 535,620	\$ 69,349	\$ 42,235	\$ 85,386	15.9%
\$ 12,625	Salaries - 01	\$ 93,220	\$ 15,358	\$ 7,582	\$ 15,525	16.7%
(2,574)	Gratuity Recovery on Salaries - 02	(26,950)	(3,078)	(1,717)	(3,568)	13.2%
2,324	Temporary Help - Cashiers - 03	24,140	4,751	2,439	5,360	22.2%
80	Long Term Disability Premium - 04	910	150	265	325	35.7%
1,120	Pensions - 05	10,420	1,667	819	1,679	16.1%
8,425	Temporary Help - Service Staff - 06	85,960	9,802	5,943	12,360	14.4%
700	Unemployment Insurance - 07	7,800	1,248	749	1,349	17.3%
396	Medical and Hospital - 08	4,540	726	407	739	16.3%
8,636	Temporary Help - Porter Staff - 09	82,490	8,080	5,453	11,893	14.4%
100	Group Life Insurance - 10	940	155	63	138	14.7%
3,190	Operating Supplies - 23	22,000	2,996	3,912	4,876	22.2%
910	Meeting Room Supplies - 24	4,000	667	29	751	18.8%
1,926	Uniforms, Clothing and Laundry - 27	18,000	2,000	1,220	2,187	12.2%
1,630	Linen Cleaning - 28	22,500	2,506	1,837	3,137	13.9%

Actual Operating Results For The Two Month Period Ended February 28 1983	Description	Budgeted Operating Results For		Actual Operating Results For		Percentage Of Total 1984 Annual Budget Spent Or Achieved
		The Year Ended December 31, 1984	The Two Month Period Ended February 29, 1984	The Month Of February, 1984	The Two Month Period Ended February 29, 1984	
\$ -	Repairs to banquet and meeting room equipment - 32	\$ 2,000	\$ 333	\$ 48	\$ 48	2.4%
15,759	Beverage Costs - 65	136,150	15,505	10,233	22,981	16.9%
-	Replacement - China - 71	3,000	500	88	88	2.9%
-	Replacement - Glassware - 72	5,000	833	(2)	(2)	- %
-	Replacement - Silver - 73	1,500	250	-	-	- %
-	Replacement - Linen (Felt and Skirting) - 74	4,000	667	(20)	(20)	0.5%
2,602	Rental - Operating Equipment - 88	32,000	3,900	2,887	5,540	17.3%
-	Miscellaneous Equipment Purchases (Less than \$750) - 89	2,000	333	-	-	- %

Actual Operating Results For The Two Month Period Ended February 28, 1983	Budgeted Operating Results For			Actual Operating Results For		Percentage Of Total 1984 Annual Budget Spent Or Achieved
	The Year Ended December 31, 1984	The Two Month Period Ended February 29, 1984	The Month Of February, 1984	The Two Month Period Ended February 29, 1984		
\$ 36	Food and Beverage - Wastage and Staff Refreshments\$ 3321 - 58	-	\$ -	\$ 14	\$ 19	- %
\$ 36	Liquor - Wastage/Breakage - 65	\$ -	\$ -	\$ 14	\$ 19	- %
-	Liquor, Beer, Etc. - Theft - 66	-	-	-	-	- %

HAMILTON CONVENTION CENTRE

PART-TIME LABOUR UTILIZATION

REPORT FOR THE TWO MONTH PERIOD

ENDED FEBRUARY 29, 1984

Part-Time Staff	Actual		%	Budget Based On		%	Over (under)
	Amount (including 4% Vacation pay accrued)	Net Of Recoveries		Actual Revenues Achieved	Amount (including 4% Vacation pay accrued)		
Cashiers	\$ 2,264		1.2%	\$ 2,178		1.2%	\$ 86
Cooks & Kitchen	2,169		1.9%	2,289		2.0%	(120)
Stewarding	5,947		3.3%	5,446		3.0%	501
Service	12,294		6.8%	12,343		6.8%	(49)
Porter	11,875		5.6%	10,631		5.0%	1,244
Information Desk	2,790		1.3%	2,092		.984%	698
Maintenance Help	-		-	489		.23%	(489)
Storeman	1,366		0.64%	1,027		.483%	339
	<u>\$ 38,705</u>			<u>36,495</u>			<u>\$2,210</u>

(1) As a % of total food and beverage revenue.

(2) As a % of total food revenue.

(3) As a % of total food, beverage and rental revenue.

COMMENT: For the month of February, 1984, the Centre was under-budget in respect of part-time labor costs to the extent of \$876.

HAMILTON CONVENTION CENTRE

ANALYSIS OF FOOD AND BEVERAGE COSTS FOR

THE TWO MONTH PERIOD ENDED FEBRUARY 29, 1984

<u>Item</u>	<u>Actual</u>		<u>Budget</u>		<u>Over (Under) Budget</u>
	<u>Amount</u>	<u>%</u>	<u>Amount</u>	<u>%</u>	
Food Costs	\$ 44,467	38.8%	\$ 39,490	34.5%	\$ 4,977
Beverage Costs	23,000	34.3%	23,470	35.0%	(470)
	<u>\$ 67,467</u>		<u>\$ 62,960</u>		<u>\$ 4,507</u>

COMMENTS BY THE DIRECTOR OF FINANCE:

The Centre's food and beverage cost percentages for the month of February 1984, were 38.0% and 30.6%, respectively.

HAMILTON CONVENTION CENTRE

A COMPARISON OF INVENTORIES

AT FEBRUARY 29, 1984

WITH THAT AT

JANUARY 31, 1984

FEBRUARY 28, 1983

AND DECEMBER 31, 1983

Type of Inventory	February 29, 1984	January 31, 1984	February 28, 1983	December 31, 1983
Liquor/Wine/Beer	\$ 26,512.93	\$ 23,588.94	\$ 30,169.77	\$ 23,404.26
Food	19,253.37	17,302.25	23,133.06	18,349.39
Tobacco	721.56	497.88	343.96	459.01
Dry Goods	11,078.19	11,605.14	11,992.86	11,062.60
Pop Cannisters	5,434.00	3,015.00	3,808.00	4,644.00
	<u>\$ 63,000.05</u>	<u>\$ 56,009.21</u>	<u>\$ 69,447.65</u>	<u>\$ 57,919.26</u>

HAMILTON CONVENTION CENTRE
AGING OF ACCOUNTS RECEIVABLE
AS AT FEBRUARY 29, 1984

Total Accounts Receivable	30 Days Or Less	31 To 60 Days	61 To 90 Days	Over 90 Days
\$ 45,230	\$ 43,696 (1)	\$ 323 (2)	\$ 1,051	\$ 160 (3)
100%	96.6%	.7%	2.3%	.4%

- 1) As at March 15, 1984 subsequent payments of \$29,938.00 have been received.
- 2) As at March 15, 1984 subsequent payments of \$203.00 have been received.
- 3) As at March 15, 1984 subsequent payments of \$60.00 have been received.



HAMILTON CONVENTION CENTRE

REPORT TO OPERATIONS COMMITTEE & AUDIT/FINANCE COMMITTEE

RESPECTING CAPITAL ITEMS

March 15, 1984

The attached three items are submitted for the approval of the Operations Committee and the Audit/Finance Committee.

Note that there is only one bid for the artificial plants. To allow for plant continuity (colour, length, etc.), Staalduinen Floral Ltd. have quoted; this florist is the same one who installed the previous artificial plants and his prices then were the lowest tendered.

The following capital items are therefore recommended:

Artificial Plants	\$1,765
Interior Signage	1,330
Dance Floor	<u>7,435</u>
TOTAL:	<u>\$10,530</u>

The total figure includes a 10% increase factor, all applicable sales taxes, and is to be financed from the Centre's 1983 capital allocation.

William J. Penfold,
General Manager.

WJP:bc
Attach.

UNITED STATES DEPARTMENT OF AGRICULTURE

REPORT OF THE COMMISSIONER OF THE GENERAL LAND OFFICE

FOR THE YEAR 1904

WASHINGTON, D. C.

The enclosed report shows the progress of the work of the General Land Office during the year 1904. It contains a summary of the work done in each of the several divisions of the office, and a statement of the condition of the public lands at the close of the year.

The following table shows the number of acres of public land in each of the several States and Territories at the close of the year 1904:

Alabama	1,100,000
Arizona	1,100,000
Arkansas	1,100,000
California	1,100,000
Colorado	1,100,000
Connecticut	1,100,000
Delaware	1,100,000
District of Columbia	1,100,000
Florida	1,100,000
Georgia	1,100,000
Idaho	1,100,000
Illinois	1,100,000
Indiana	1,100,000
Iowa	1,100,000
Kansas	1,100,000
Kentucky	1,100,000
Louisiana	1,100,000
Maine	1,100,000
Maryland	1,100,000
Massachusetts	1,100,000
Michigan	1,100,000
Minnesota	1,100,000
Mississippi	1,100,000
Missouri	1,100,000
Montana	1,100,000
Nebraska	1,100,000
Nevada	1,100,000
New Hampshire	1,100,000
New Jersey	1,100,000
New Mexico	1,100,000
New York	1,100,000
North Carolina	1,100,000
North Dakota	1,100,000
Ohio	1,100,000
Oklahoma	1,100,000
Oregon	1,100,000
Pennsylvania	1,100,000
Rhode Island	1,100,000
South Carolina	1,100,000
South Dakota	1,100,000
Tennessee	1,100,000
Texas	1,100,000
Vermont	1,100,000
Virginia	1,100,000
Washington	1,100,000
West Virginia	1,100,000
Wisconsin	1,100,000
Wyoming	1,100,000

The total number of acres of public land in the United States at the close of the year 1904 was 1,100,000,000.



WILLIAM A. TAFT
COMMISSIONER OF THE GENERAL LAND OFFICE

1905

MEMO TO: William Penfold

FROM: Stephen Dockman

DATE: March 15, 1984

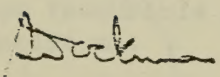
RE: Artificial Plants

In order to fully utilize all the planters in the facility, the purchase of additional artificial plants are required for the empty planters. There are at the present time, seven wooden and five concrete planters that are empty and in storage.

Staalduinen Floral Limited has submitted a price for the supply and installation of one 4' to 6' centre plant and appropriate base plants for each planter at a cost of \$125.00 per unit plus 7% Provincial Sales Tax.

Staalduinen Floral Limited are the company that supplied the original order of artificial plants. As well, they maintain our live plants on a weekly basis.

I recommend that we purchase artificial plants from Staalduinen Floral Limited for the 12 planters at a total cost of \$1605.00.


Stephen H. Dockman
Director of Operations

cc.: John Leuser

SD:gh

10/1/54

10/1/54

10/1/54

10/1/54

The order to ship certain all the plants in the facility, the
plants in addition to the plants are required for the
order plants. There are at the present time, several orders
and the present plants that are being sold in various.

Indicated that the plants are being sold in various
and indicated at one time to the plants and the plants
have been the plants at a time of 10/1/54 and the plants
in various cases.

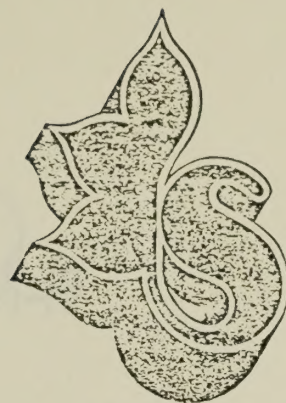
Indicated that the plants are being sold in various
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in various cases.

Indicated that the plants are being sold in various
and indicated at one time to the plants and the plants
have been the plants at a time of 10/1/54 and the plants
in various cases.

10/1/54

10/1/54

10/1/54



Staalduinen

Floral Limited

120 King Street West, Stoney Creek, Ontario L8G 1J2 ☎ 662-4975

March 14, 1984

Hamilton Convention Centre
115 King St. W.
Hamilton, Ontario

Attention: Steve Dockman

Dear Steve:

In response to your request I am pleased to quote the following prices to supply and install silk plants in 5 concrete and 7 wooden planters. This price includes suppling and installing one 4' to 6' Centre plant, appropriate base plants and any other necessary labour and materials. We would propose to use an assortment of different plants, in a manner simiar to the planters we have done previously. The total would be:

12 Planters	@ \$125.00 per unit	\$1500.00
O. S. T. extra		

I trust this information is satisfactory and look forward to your favourable response. If you need any more information please contact me.

Sincerely,

Brian van Staalduinen

123456789

10/1/50

123456789

123456789

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123456789

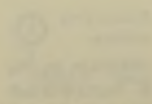
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TO: William Penfold 12/3

FROM: Stephen Dockman

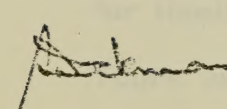
DATE: March 12, 1984

RE: Interior Signage - Second Series

Attached is a listing of interior signage that is still required within the Hamilton Convention Centre. This additional list will complete the interior signage for the facility and will greatly assist the movement of people to the various function rooms and through the building during major events such as public consumer shows.

A quotation has been received from King Products in the amount of \$1036.00. This price is subject to 9% F.S.T. and 7% P.S.T. King Products is the company that supplied all the existing signage in the facility.

In order to maintain continuity with the signage throughout the facility, I recommend that we purchase the additional signage from King Products in accordance with their quotation for the total amount of \$1208.29.


Stephen H. Dockman
Director of Operations

SD:gh

cc.: John Leuser

8/25

James M. Smith

1000 North 1st St.

St. Paul, Minn.

Dear Mr. Smith:

I am very glad to hear that you are interested in the work of the American Society for the Advancement of Science. This society is a national organization of scientists and scholars who are interested in the advancement of science and the education of the public. We are now in the process of organizing a series of lectures and discussions on the history and philosophy of science, and we are very interested in having you participate in this work.

I am sure that your participation in this work will be of great value to the society and to the public. We are very interested in having you participate in this work, and we are sure that your participation will be of great value to the society and to the public.

I am sure that your participation in this work will be of great value to the society and to the public. We are very interested in having you participate in this work, and we are sure that your participation will be of great value to the society and to the public.

Sincerely,
John D. Smith

Secretary of the American Society for the Advancement of Science

1000

St. Paul, Minn.

KING

MAR 09 1984

March 7, 1984

Hamilton Convention Centre
115 King Street West
Hamilton, Ontario
L8P 4T9

Attention: Mr. Stephen H. Dockman

1-523-5883

As per your request, we are pleased to confirm our quotation to supply additional interior signage as follows:

31 only type 321 wallplates complete 2 3/8" x 24" finished medium bronze @ \$18.00 each. \$ 558.00

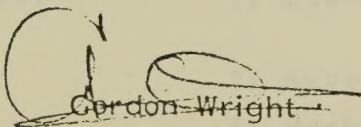
To engrave 478 characters in 1/2" upper and lower case helvetica medium typeface @ \$1.00 each. 478.00

Lump sum total. \$1,036.00

Plus applicable taxes.

Mr. Dockman, we trust that you will find this proposal satisfactory - we welcome the opportunity to supply these additional signs to you for Hamilton Convention Centre.

Yours very truly,


Gordon Wright

/jm

KING

March 7, 1964

Honorable Commission
The King's College
Washington, D.C.

Dear Mr. Stephen H. Bachman:

As per your request, we are pleased to confirm our donation
to support additional research in the field of

To any other and additional research in the field of
the research in the field of

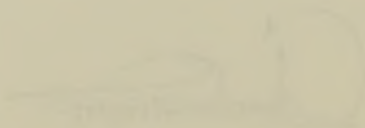
The research in the field of
the research in the field of

Very truly yours,

Enclosed please find

For the Commission, we have not yet received the
necessary information - we will be in touch with you
again to supply these materials when it is
possible to do so.

Thank you very much.



Yours

Hamilton Convention Centre
Interior Signage

<u>Area</u>	<u>Signage Required</u>	<u>Location</u>
First floor	1) Elevator → 2 signs 2) ← Washroom 3) ← Summers Lane	Near orange fire doors Across from Wentworth 'B' near first aid room Vestibule
Second floor	1) Elevator → 3 signs 2) ← Elevator 2 signs 3) Washroom → 2 signs 4) ← Washroom 2 signs 5) Sales Office } → Executive Offices } 6) Room 205-206 → 7) ← { Sales Office { Executive Offices 8) Sales Office } → Executive Offices } Albion Room } → Room 201-206 }	West corridor wall Near green fire doors Across from Room 201 Wall at end of corridor Wall between Albion B & C Across from Room 204 Across from Room 201 Wall between Albion B & C Wall between Albion A & B Wall between Room 204- 205 Wall between Room 204 & 205 Top of escalator Vestibule
Third Floor	1) Elevator → 2 signs 2) Webster Lounge → 3) Washroom → 4) ← Washroom 5) Meeting in progress with sliding plate 6) ← { Chedoke Hall { Webster Room ← Room 314	Near green fire doors Across from Webster B Across from Webster B Across from Webster A Pillar across from Chedoke C Room 314 Vestibule

Date	Amount	Description
10/1/50	100.00	Cash on hand
10/2/50	50.00	Cash on hand
10/3/50	100.00	Cash on hand
10/4/50	50.00	Cash on hand
10/5/50	100.00	Cash on hand
10/6/50	50.00	Cash on hand
10/7/50	100.00	Cash on hand
10/8/50	50.00	Cash on hand
10/9/50	100.00	Cash on hand
10/10/50	50.00	Cash on hand
10/11/50	100.00	Cash on hand
10/12/50	50.00	Cash on hand
10/13/50	100.00	Cash on hand
10/14/50	50.00	Cash on hand
10/15/50	100.00	Cash on hand
10/16/50	50.00	Cash on hand
10/17/50	100.00	Cash on hand
10/18/50	50.00	Cash on hand
10/19/50	100.00	Cash on hand
10/20/50	50.00	Cash on hand
10/21/50	100.00	Cash on hand
10/22/50	50.00	Cash on hand
10/23/50	100.00	Cash on hand
10/24/50	50.00	Cash on hand
10/25/50	100.00	Cash on hand
10/26/50	50.00	Cash on hand
10/27/50	100.00	Cash on hand
10/28/50	50.00	Cash on hand
10/29/50	100.00	Cash on hand
10/30/50	50.00	Cash on hand

<u>Area</u>	<u>Signage Required</u>	<u>Location</u>
Summers Lane Elevator	1) <u>Second Floor</u> Room 201-206 Albion Room Executive Offices Sales Office Client Services Office <u>Third Floor</u> Chedoke Hall Webster Room Room 314	Inside

1911

1911

1911

1911

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1911

1911

1911

MEMO TO: William Penfold *W.P.*
FROM: Stephen Dockman
DATE: March 15, 1984
RE: Dance Floor

We presently have two dance floors measuring 22' X 32' and 26' X 32' respectively that were purchased from the Horner Flooring Co. prior to the opening of the facility. Both these floors are too large for our smaller function rooms that would normally accommodate up to 50 persons for a dinner dance.

It is proposed that an additional dance floor measuring 18' X 18' be purchased for the smaller rooms so that we can accommodate small weddings and dinner/dances thereby leaving the Webster Room and Albion Room available for larger functions.

The proposed dance floor consists of 3' X 3' panels which would enable us to use different configurations within the 18' X 18' framework. This flexibility we do not have at the present time.

As well, it is very labour intensive to set up the present dance floors and dismantle them at the conclusion of an event. The number of people attending a function does not always warrant the additional labour involved.

Quotations have been received from the following:

Northern Flooring Company

The supply of a Sico portable dance floor
complete with perimeter trim, dimensions 18' X 18' \$ 9754.00

..... /



UNITED STATES
DEPARTMENT OF AGRICULTURE
WASHINGTON, D. C.
JANUARY 15, 1914
BUREAU OF PLANT INDUSTRY

REPLY TO LETTER OF THE BUREAU OF PLANT INDUSTRY, DEPARTMENT OF AGRICULTURE, WASHINGTON, D. C., JANUARY 15, 1914, RELATIVE TO THE PROPOSED CONSTRUCTION OF A NEW PLANT INDUSTRY BUILDING AT THE UNIVERSITY OF CALIFORNIA, BERKELEY, CALIF.

IT IS HEREBY CERTIFIED THAT THE ABOVE-NAMED BUILDING IS BEING CONSTRUCTED IN ACCORDANCE WITH THE PLAN AND SPECIFICATIONS SUBMITTED TO THE BUREAU OF PLANT INDUSTRY, DEPARTMENT OF AGRICULTURE, WASHINGTON, D. C., JANUARY 15, 1914.

THE PROPOSED BUILDING IS BEING CONSTRUCTED IN ACCORDANCE WITH THE PLAN AND SPECIFICATIONS SUBMITTED TO THE BUREAU OF PLANT INDUSTRY, DEPARTMENT OF AGRICULTURE, WASHINGTON, D. C., JANUARY 15, 1914.

IT IS HEREBY CERTIFIED THAT THE ABOVE-NAMED BUILDING IS BEING CONSTRUCTED IN ACCORDANCE WITH THE PLAN AND SPECIFICATIONS SUBMITTED TO THE BUREAU OF PLANT INDUSTRY, DEPARTMENT OF AGRICULTURE, WASHINGTON, D. C., JANUARY 15, 1914.

RESPECTFULLY,
DIRECTOR

UNITED STATES DEPARTMENT OF AGRICULTURE

THE BUREAU OF PLANT INDUSTRY, DEPARTMENT OF AGRICULTURE, WASHINGTON, D. C., JANUARY 15, 1914.

Alpha-Vico Canada Limited

The supply of an 18' X 18' Sico portable
dance floor, oak parquet, complete with gold
anodized aluminum perimeter trim and 2 floor
caddies

\$ 6806.00

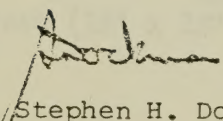
Davidson Furniture Specialties Ltd.

The supply of an 18' X 18' Phonix Portable
parquet dance floor complete with trim and
2 caddy trucks for storage and transportation

6315.00

All prices quoted are subject to 7% Provincial Sales Tax

As you are aware we have had the opportunity to examine the Phonix
dance floor and find that it is a good operational and attractive floor
which would suit our requirements. As well, there is a three year
written guaranty on the dance floor including all parts. It is therefore
recommended that we purchase an 18' X 18' portable dance floor with
accessories from Davidson Furniture Specialties in accordance with their
quotation for the total cost of \$6757.05


Stephen H. Dockman
Director of Operations

SD:gh

cc.: John Leuser

10/10/1914

The supply of oil for the engine
has been ordered, and the engine
will be ready for use in about
two days.

10/10/1914

10/10/1914

The supply of oil for the engine
has been ordered, and the engine
will be ready for use in about
two days.

10/10/1914

All orders placed are subject to the
availability of the goods.

As you are aware we have had the
engine for some time and it is
now ready for use. It will be
ready for use in about two days.
The supply of oil for the engine
has been ordered, and the engine
will be ready for use in about
two days.

Yours faithfully,
J. H. H. H.

10/10/1914

10/10/1914

NOV 09 1983



NORTHERN FLOORING *Company* LIMITED

WHOLESALE SHIPPERS OF HARDWOOD FLOORING - HEAVY DUTY INDUSTRIAL AND RESIDENTIAL WOOD FLOORS

TELEPHONE 741-1910-11-17
174 FENMAR ROAD
WESTON, ONT. M9L 1M6

November 7, 1983.

Hamilton Convention Centre,
115 King Street East,
Hamilton, Ontario.
L8P 4T9

Attention: Mr. Steve Dockman.

Dear Sir:

We are pleased to confirm our quotation of nine thousand, seven hundred and fifty four dollars (\$9,754.00) for the supply of a portable dance floor.

This price is based on a dimension of eighteen feet by eighteen feet (18' x 18').

Yours very truly,

NORTHERN FLOORING COMPANY LIMITED.

JKP/md
Encl.

J. K. Pendyk,
Estimator.



permaCushion

HARDWOOD FLOOR SYSTEMS

Locktite



ALL QUOTATIONS ARE MADE SUBJECT TO ACCEPTANCE WITHIN THIRTY DAYS

NORTHERN FLOORING

LIMITED

INCORPORATED IN THE STATE OF NEW YORK

INCORPORATED IN THE STATE OF NEW YORK
1925
OFFICE: NEW YORK, N.Y.

November 1, 1925

Dear Sirs:
We have the pleasure to acknowledge the receipt of your letter of October 28, 1925, regarding the purchase of the following:

1000 sq. ft. of 1/2" Birch Plywood

Per your order.

We are pleased to advise you that the quantity of 1000 sq. ft. of 1/2" Birch Plywood has been shipped to you by express, and will be delivered to you by the express company on or about November 5, 1925. The price is based on a quantity of 1000 sq. ft. of 1/2" Birch Plywood.

Very truly yours,

Wm. H. Wood, President



W. H. Wood,
President

W. H. Wood,
President

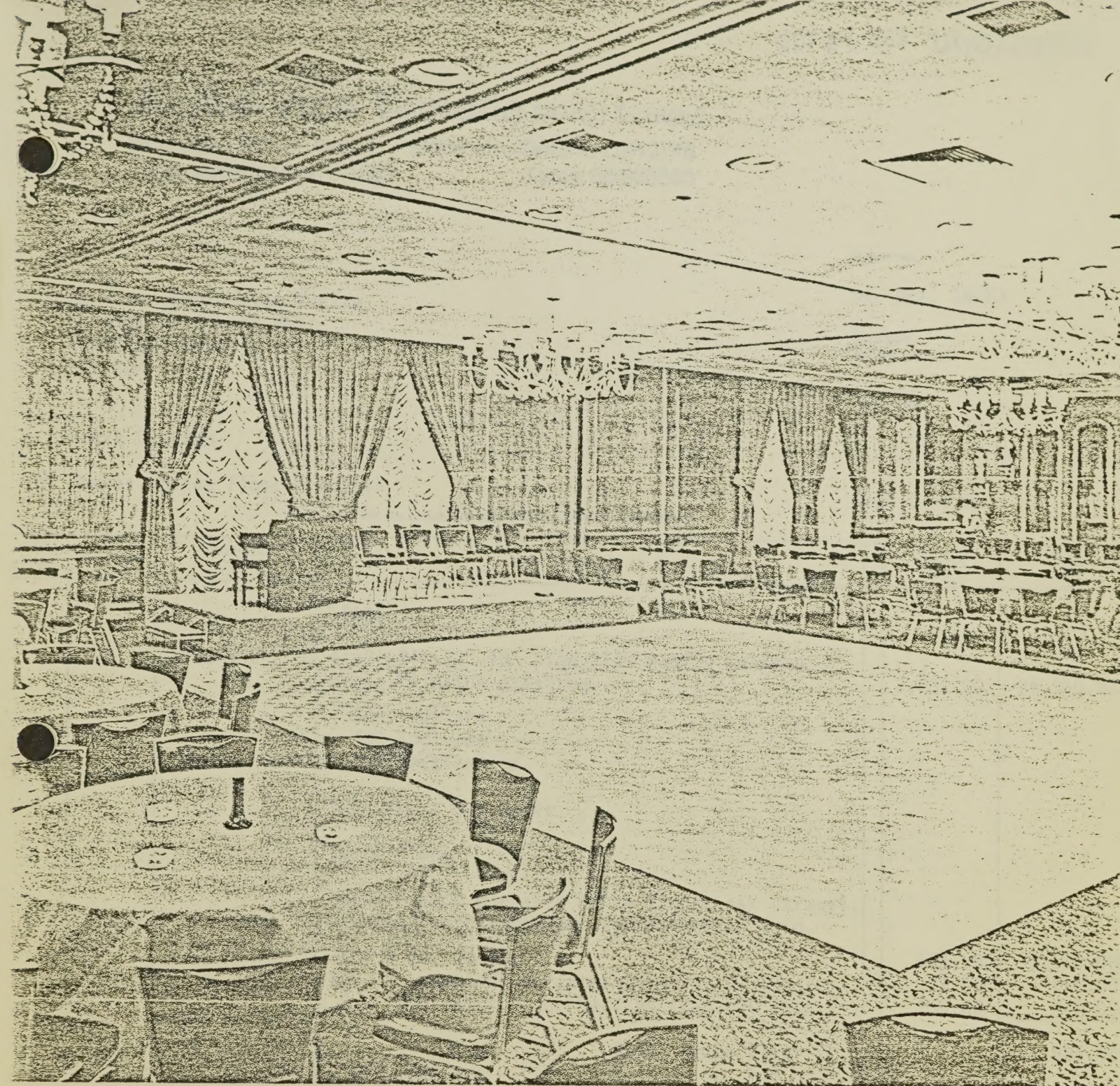


INCORPORATED

NORTHERN FLOOR SYSTEM

INCORPORATED

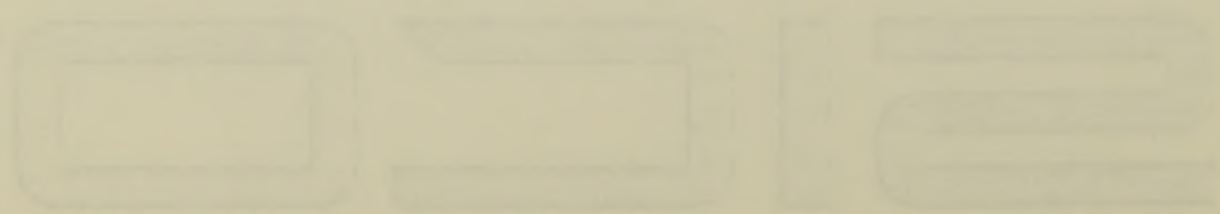
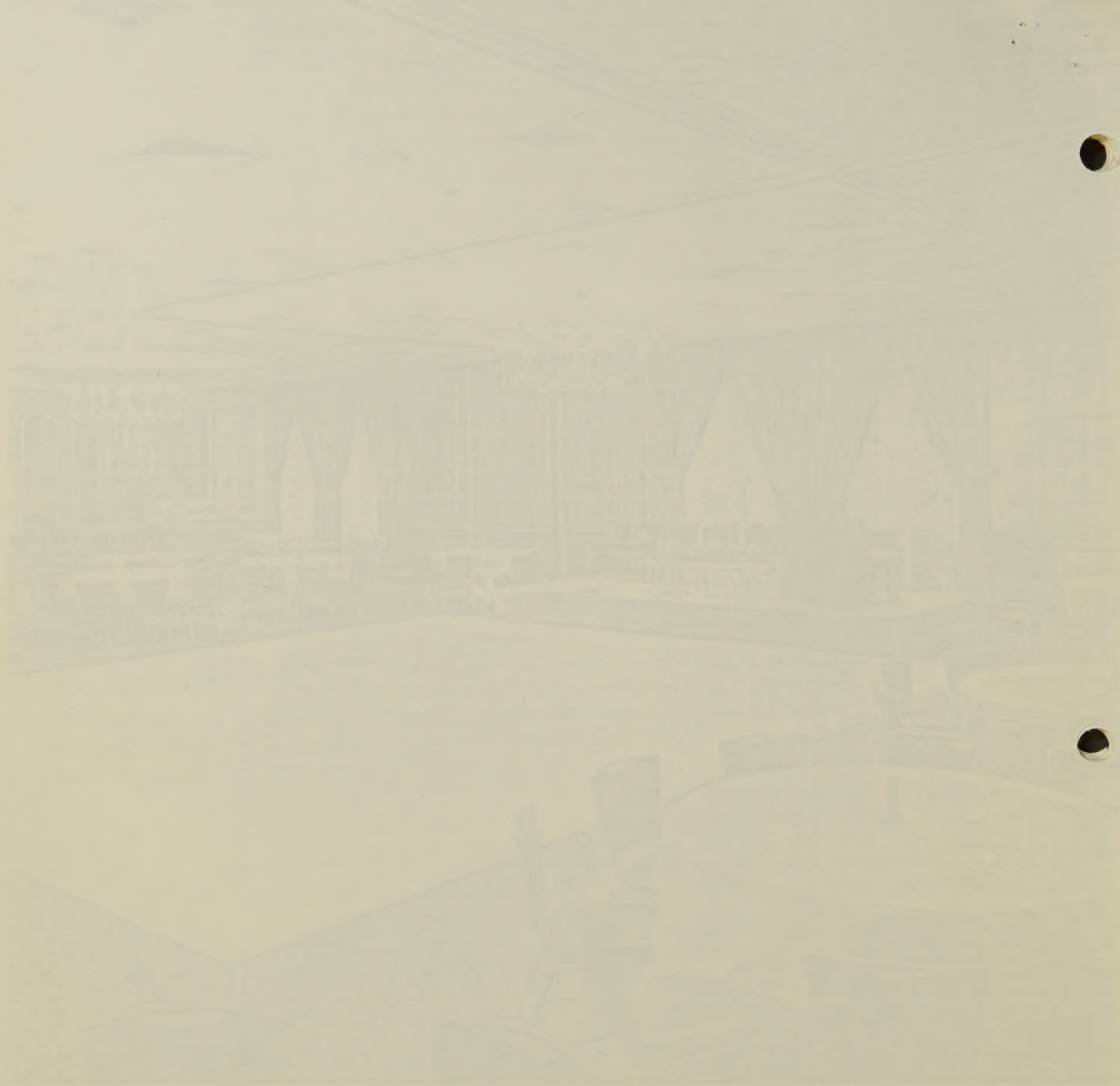




SICCO®

NEWLY DESIGNED
PORTABLE DANCE FLOOR

center of attraction in any setting



PORTABLE DANCE FLOOR
center of attraction in any setting
EASILY PORTABLE

Alpha-Vico Canada (AVC) Limited

2651 John Street, Unit 4 Markham, Ontario L3R 2W5
 Telephone: (416) 475-1685 Telex: 06-986865

Quote No.

Date Oct. 18/83

Your AVC
 Representative

Telephone

TO Hamilton Convention Centre
 58 Jackson Street West
 Hamilton, Ontario
 L8P 1L4

Attention
 Steve Dockman

RE Stages, Dance Floor & Tables

Page 1 of 2

We are pleased to submit our quotation, as follows

Customer Item No.	Quantity	Product Code	Description	Price per Unit	Total Price
	12	1703-440	<u>Stage</u> 4'x8'x24"-32"-40" high SICO mobile folding stage to match existing. . Cdn. Dollars . FST Included . FOB Destination Delivery : 5-7 weeks	2,030.00	24,360.00
			<u>Dance Floor</u> 18'x18' SICO portable dance floor, oak parquet, c/w gold anodized aluminium perimeter trim. 36 - 3'x3' Panels 24 - 3' sections perimeter trim 2 - 1316 Dance Floor Caddies (cap. 20 sect.) Total Dance Floor . Cdn. Dollars . FST Included . FOB Destination	155.00 21.50 355.00	5,580.00 516.00 710.00 \$6,806.00
			<u>Folding Tables</u> - As per attached specs. 60" Diam. Top: Plastic laminate Plywood	255.20 218.74	

* Denotes Federal Sales Tax Excluded.
 Provincial Sales Tax Extra If Applicable

Terms: 2% 10 days, net 30 days

F.O.B. Destination

This quotation guaranteed for 60 days
 from date of quotation.

Per:

Dave Thompson

We appreciate the opportunity to quote on your requirements

Alpha Vico-Canada (AVC) Limitée/Limited
 Div. de l'ameublement/Equipment Division

MAR 15 1984

March 9th, 1984.

Hamilton Convention Centre,
115 King Street West,
Hamilton, Ontario. L8P 4T9

Attention: Mr. Steve Dockman

Dear Steve:

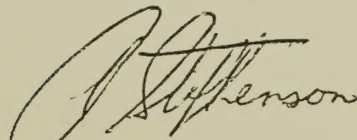
Re: Our quotation dated February 23, 1984
Portable Dance Floor

Thank you for taking the time to see me yesterday. With regards to our quotation for a portable dance floor, please add \$75.00 for delivery to the Hamilton Convention Centre. The new total price as quoted including floor, trim and two caddy trucks will be \$6,315.00 with Provincial Tax extra.

Enclosed you will find a quotation for portable staging both fixed height and adjustable. The fixed height stages quoted are the same as the ones you are presently using. As far as the adjustable stage is concerned, I will bring a small sample to your offices when I show you the dance floor. I will call to advise when I plan to visit.

Please do not hesitate to contact me should you have further questions.

Yours very truly,



Andy J. Stephenson,
Sales Representative.

/nb

A Specialty Furniture Manufacturer and Distributor Since 1937

- Coat Racks and Checkroom Equipment
- On-Wall/Mobile Cafeteria Tables
- Banquet Tables & Chairs
- Contract furnishings for hotels, clubs & business
- Portable Stages and Risers
- Portable Dance Floors
- Custom made cabinets and furniture

MAY 12 1954

Mr. J. Edgar Hoover
Washington, D.C.
Dear Mr. Hoover:

Enclosed for you are two copies of a letterhead memorandum from the Federal Bureau of Investigation, dated May 11, 1954, and captioned as above.

Very truly yours,
J. Edgar Hoover

Enclosed for Mr. Tolson are two copies of a letterhead memorandum from the Federal Bureau of Investigation, dated May 11, 1954, and captioned as above.

Very truly yours,
J. Edgar Hoover

Enclosed for Mr. Clegg are two copies of a letterhead memorandum from the Federal Bureau of Investigation, dated May 11, 1954, and captioned as above.

Very truly yours,
J. Edgar Hoover

Enclosed for Mr. Glavin are two copies of a letterhead memorandum from the Federal Bureau of Investigation, dated May 11, 1954, and captioned as above.

Enclosed for Mr. Ladd are two copies of a letterhead memorandum from the Federal Bureau of Investigation, dated May 11, 1954, and captioned as above.

Very truly yours,
J. Edgar Hoover

Enclosed for Mr. Nichols are two copies of a letterhead memorandum from the Federal Bureau of Investigation, dated May 11, 1954, and captioned as above.

Very truly yours,
J. Edgar Hoover

1. Bureau of Investigation, Federal Bureau of Investigation, dated May 11, 1954, and captioned as above.

2. Bureau of Investigation, Federal Bureau of Investigation, dated May 11, 1954, and captioned as above.

3. Bureau of Investigation, Federal Bureau of Investigation, dated May 11, 1954, and captioned as above.

4. Bureau of Investigation, Federal Bureau of Investigation, dated May 11, 1954, and captioned as above.

Davidson
FURNITURE SPECIALTIES LTD.

40 Telson Road
Markham, Ontario
Canada
L3R 1E5
(416) 475-8376

TO Hamilton Convention Centre,
115 King Street West,
Hamilton, Ontario. L8P 4T9

Attention Mr. Steve Dockman

Quote No.

Date February 23, 1984

Telephone 1-523-5883

RE Portable Dance Floor - Phonix
Manufactured in West Germany

We are pleased to submit our quotation, as follows

Quantity	Product Number	Description	Price per Unit	Total Price
		DANCE FLOOR - 18' x 18'		
		36 Sections - 3'x3' Floors	140.00	5,040.00
		24 Sections - 3' Perimeter Trim	25.00	600.00
		2 Caddy Trucks (Capacity 20 each)	300.00	<u>600.00</u>
		TOTAL	-	\$6,240.00

Terms: Net 30 days

F.O.B. Markham

Federal Sales Tax Included

Provincial Sales Tax Plus 7%

This quotation guaranteed for 60 days
from date of quotation.

Per:

John K. Stephenson

We appreciate the opportunity to quote on your requirements



HAMILTON CONVENTION CENTRE

BOARD OF DIRECTORSApril 30, 1984A G E N D A

Albion "C"
7:30 p.m.

1. Chairman's Remarks
2. Review of Minutes: - March 26th, 1984, April 24, 1984
 - (a) Errors/Omissions
 - (b) Motion for Approval.
3. Business Arising from the Minutes:

Appointment of Members to the Board of Administration of the Hamilton Convention Centre, Hamilton Place, and the Trade Centre/Arena:

 - (a) One Board Member for a Three-Year Term
 - (b) One Board Member for a Two-Year Term.
4. New Business:
 - (a) General Manager's Report
 - (b) Operations Committee Report
 - (c) Audit/Finance Committee Report
 - (d) Joint Operations and Audit/Finance Committee Report on Personnel (In Camera)
5. Other Business
6. Adjournment



REFERENCE:

Albion "C"
7:30 p.m.
March 26, 1984

FOR ACTION BY:

The Board of Directors of the Hamilton Convention Centre met.

Present: Mr. David O. Braley, Chairman
Alderman James A. Bethune, Second Vice-Chairman
Mr. Keith L. Clark
Alderman Henry Merling - arrived as indicated
Ms. Jennifer Street
Mr. Terry E. Yates

Also Present: Mr. William J. Penfold, General Manager
Mr. John A. Leuser, Director of Finance
Mr. Nat Davidson, Sales Manager
Mrs. Bonnie Cook, Secretary.

In addition to the above-noted Board and staff members, also in attendance were Alderman Mary Kiss, several concerned citizens, and Mr. Michael Morrison who were at the Board to address the issue of the Peter Adonis Travelling Fantasy Show.

Chairman's
Welcome

1. Chairman's Welcome

The Chairman called the meeting to order and welcomed the Board to the meeting. Everyone had been properly notified and the meeting was regularly constituted for business. Mr. Braley welcomed the members of the media and visitors to the meeting.

Minutes

2. Review of Minutes of the Previous Meeting

On the motion of Mr. Terry Yates, seconded by Alderman James Bethune, the Board approved the minutes of the meeting of February 27th, 1984 as circulated.

3. New Business

General
Manager's
Report

(a) General Manager's Report

Mr. Penfold presented his report to the Board. The Board received the report dated March 20th, 1984, and directed that a copy be attached to and form a part of the minutes.

Operations
Committee
Report

(b) Operations Committee - Report

Mr. Keith Clark presented the Report of the Operations Committee to the Board, item by item.

Item 1 - Terms of Reference

On the motion of Mr. Keith Clark, seconded by Ms. Jennifer Street, the Board approved of the following Terms of Reference for the Operations Committee:

2

- (a) Formulate and recommend to the Board for approval all policy matters regarding operations, administration and marketing and sales
- (b) Prepare and review an annual budget as it pertains to Operations Committee functions for submission to the Audit/Finance Committee
- (c) Prepare and review an annual capital budget for presentation to the Audit/Finance Committee
- (d) Recommend to the Audit/Finance Committee for approval all operational expenditures over \$5,000
- (e) Prepare and recommend to the Board an annual Marketing Plan
- (f) Develop and evaluate self-sponsored functions
- (g) Deal with all personnel matters
- (h) Review and recommend for approval all contracts for services
- (i) Develop and recommend for approval future plans and programmes
- (j) Forward to the Audit/Finance Committee the financial implications of all matters falling under the jurisdiction of the Operations Committee
- (k) Provide a written report to the Board of Directors at the monthly meeting of the Board
- (l) Offer suggestions and proposals to improve the operations, administration and marketing/sales aspects of the Centre
- (m) Monitor sales results
- (n) Monitor building and equipment to ensure optimum performance
- (o) Monitor Operational efficiency and effectiveness
- (p) Perform other duties as assigned by the Board.

Institute of
Association
Executives -
Conference

Item 2 - Institute of Association Executives - Annual
Conference

The Board was advised for information that the Sales Manager and General Manager would be attending the annual I.A.E. Conference to be held August 12th to 15th in Ottawa, at a cost of approximately \$1,800, which has been included in the Centre's 1984 budget. The Committee has approved of this expenditure in order that the Hamilton Convention Centre may be properly represented at the conference in the hopes of generating future convention business.

Capital
PurchasesItem 3 - Request for Capital Purchases

The Committee advised the Board that they had reviewed and approved the request for capital purchases which will be dealt with later in the meeting under the report of the Audit/Finance Committee.

15% Rebate
from Show
Service
CompaniesItem 4 - Effect of Imposing 15% Rebate on Gross Revenue -
Trade Show Service Companies

The Board received the Report of the Committee indicating that management was not yet in a position to report on this matter.

Air Intake/
Exhaust
ProblemItem 5 - Air Intake/Exhaust Problem

The Board received the report of the Committee on this matter. However, the Board directed the General Manager to follow up on the correction of the air intake/exhaust problem to ensure that proper action is taken by the Architect.

General
ManagerDesign
ProblemsItem 6 - Design Problems

The Board was advised of a design problem involving the freezing of pipes which were installed to heat the vestibule area at the Summers Lane Door. Since this is a potential design deficiency and has also presented a hazard to public safety, the Board requested that the General Manager put pressure on the City Architect's Department to have the problems involving building design corrected as soon as possible.

General
ManagerAudit/
Finance
Committee3. (c) Audit/Finance Committee - Report

Mr. Yates presented the Report of the Audit/Finance Committee to the Board.

1983
StatementsItem 1 - Presentation of the Audited Financial Statements
for the Year Ended December 31st, 1983

On the motion of Mr. Terry Yates, seconded by Alderman James Bethune, the Board accepted the audited financial statements for the year ended December 31st, 1983, and directed that a copy be forwarded to the City Treasurer.

Mr. Yates advised the Board that the auditors had found things to be in good order. All recommendations for improvement which were made earlier have been implemented and are working well. Sample testing of transactions has revealed no problems, and therefore, MacGillivray & Co. will not be making any recommendations for improvement at this time.

Mr. Braley commended management for the excellent results in 1983, in keeping the deficit to approximately \$215,000.

February
Statement

Item 2 - Presentation of the Unaudited Financial Statements
For the Two-Month Period ended February 29, 1984

On the motion of Mr. Terry Yates, seconded by Alderman James Bethune, the Board approved the unaudited financial statements for the two-month period ended February 29th, 1984, and directed that a copy be forwarded to the City Treasurer.

Alderman Merling joined the meeting at approximately 7:48 p.m.

Capital
Purchases

Item 3 - Request for Capital Purchases

On the motion of Mr. Terry Yates, seconded by Alderman James Bethune, the Board approved of the following capital purchases:

Artificial Plants	\$ 1,765
Interior Signage	1,330
Dance Floor	<u>7,435</u>
TOTAL:	<u>\$10,530</u>

The above total includes all applicable sales taxes and 10% to allow for price fluctuations at the time of ordering. These capital purchases are to be financed from the Centre's 1983 capital allocation.

Effect of
15% Rebate
From Show
Service
Companies

Item 4 - Report on Effect of Imposition of 15% Rebate from
Trade Show Service Companies

The Board was advised by the Audit/Finance Committee (as by the Operations Committee) that management is not yet in a position to report on this matter.

Automatic
Door
Openers

Item 5 - Grant to Finance Automatic Door Openers for the
Disabled

The Committee advised the Board for information that there were no funds available to the Centre to assist in the financing of installation of door openers for the disabled.

Revenue
Picture -
First
Quarter
Results

Item 6 - March Revenue Picture and First Quarter Results

The Board was advised that March revenues were below plan by approximately \$30,000, and first quarter results are expected to show a budgetary surplus of approximately \$10,000.00.

Mr. Yates reported that the City had decided to remove \$180,000 from the Centre's capital reserves to assist the City in reducing the 1984 mill rate. He indicated that in the future years, the Centre will be faced with substantial capital expenditures such as replacement of carpet and, therefore, this reduction in the capital reserve causes the Centre's Board and management concern.

Alderman Merling pointed out that at the previous Board meeting, both he and Alderman Hinkley had requested that the Board relinquish \$100,000 of its capital reserves for the purpose outlined above. Council, instead, has decided to take \$180,000 and may be looking for a further \$20,000.

4. Other Business

Letter from
Jack
Krieger

(a) Letter from Jack Krieger

Mr. Braley brought to the attention of the Board a letter which he received from Mr. Jack Krieger dated February 28th, 1984 in which Mr. Braley thanked the Board for the tribute dinner in honour of himself and Mr. Lewis.

Trade
Centre/
Arena

(b) Trade Centre/Arena

Mr. Braley advised that the Trade Centre/Arena Advisory Group had met earlier in the day and made certain recommendations, several of which affect the Centre's Board. Because these recommendations must be approved by Council, the Centre's Board will take the required action once Council's approval is obtained.

Summers
Lane
Elevator.

(c) Elevator Service - Summers Lane Elevator

Alderman Merling brought to the attention of the Board the fact that the Summers Lane Elevator was not in operation during the recent Home Show, resulting in Centre patrons having to climb several sets of stairs. The elevator in question cost in excess of \$85,000 and it does not make sense to have such an expensive piece of equipment and not fully utilize it.

Mr. Penfold explained to the Board that during shows, the elevator is locked off to prevent people from gaining admission to a show without having bought a ticket. During most other functions, however, the elevator is operational.

A possible solution to this problem is to change the location and method of ticket selling for shows. The Board requested that the General Manager, in conjunction with the Operations Committee, examine the problem and come up with a solution.

General
Manager/
Operations
Committee

(d) Michael Morrison Promotions - Peter Adonis Travelling Fantasy Show

The Board noted that Alderman Kiss, several concerned citizens, and Mr. Michael Morrison, Promoter of the Peter Adonis Travelling Fantasy Show, were in attendance to discuss the content and other matters regarding the production of this show at the Centre on April 3rd, 1984.

Mr. Penfold explained the background of this function. He indicated that the Sales Manager was approached by Mr. Michael Morrison to hold a variety show with good costuming, music and high quality acts. The function was accepted and a contract signed. Later, when it was learned that the show contained male dancers who would appear in bathing suits, management became concerned about the content of the show and commenced checking the function thoroughly. A letter of assurance was received from the promoter, Mr. Morrison, indicating that the show would be conducted in good taste and would not reflect a bad light on the Centre. Further assurances were given from the show owner, Mr. Brad Greenburg of South Carolina, and the General Manager of a large American Hotel in Chicago in which the show had frequently been performed. Mr. Penfold indicated he was satisfied that the show would be conducted in the proper taste and his only concern was the ad which appeared in The Spectator to publicize the show. He did not approve of the style and content of the ad and has asked Mr. Morrison to change the format.

The public were invited to participate in the discussion and present their comments to the Board. Mr. Braley stated that the Board can only make realistic judgments based on the concerns of the community.

Several citizens addressed the Board.

The following concerns and questions were put forth, among others:

- (i) The format of the ad, which was felt misrepresented the content of the show and implied nudity
- (ii) The question of whether proper licencing is in place (adult entertainment parlour), as well as what age restriction would be in place if the show was held without liquor service
- (iii) The detrimental effect that such a function might have on the image of the Centre in the community

- (iv) With regard to the contract process, what the time frame for applications is, and who makes final decisions, and in consultation with whom
- (v) With regard to communication to the City, why the Mayor has only just learned of the function
- (vi) In general, the question of conformance of this function to community standards.

Mr. Morrison was given the opportunity to respond. He indicated that when the show was first brought to him, he probably had much the same concerns as some of the members of the public. However, once he viewed the video tape of the show and checked things out with the show owner, he was satisfied that it was a high calibre production that would be suitable in a facility such as the Centre. Mr. Morrison indicated he did not wish to be involved in anything that would cause embarrassment to the Hamilton Convention Centre or to himself, and mentioned that if the ad was causing a problem, it would be changed.

In addition, Mr. Morrison had contacted the City's Vice Squad to ask questions and was advised there would be no problems either with the Police or the licence.

Alderman Mary Kiss addressed the meeting and related the strong concerns of some of her constituents who had seen the ad.

Alderman Merling then spoke, stating he felt the community standards in Hamilton are high, and that the Licencing Committee and City Council constantly scrutinize all licencing matters and deal with them appropriately.

He felt that the whole issue was a matter of taste in that what seems inappropriate to some is acceptable to others, and he referred to various performances held at Hamilton Place which would be unacceptable to some individuals. He also made reference to the fact that this Board denied the use of the facility for the Miss Nude World Contest which the Board felt would not meet community standards.

Alderman Merling also mentioned he had full confidence in the City's Police Department. If the event in question was not appropriate, the Board would have received a letter from the Chief of Police, as well as representation from the Mayor, the Regional Chairman, and various community leaders expressing their opposition to the show. He also indicated his confidence in the Centre's General

Manager.

After hearing further comments, the Board went into a brief private session to consider the advice of its legal counsel, Mr. Rodger Inglis, Q.C., as presented by the General Manager.

After hearing from Mr. Penfold, the Board resumed its public meeting.

On the motion of Alderman James Bethune, seconded by Alderman Henry Merling, the Board approved that the Centre proceed with the Peter Adonis Travelling Fantasy Show on April 3rd, 1984, provided that the promoter meets all criteria insofar as licencing and legal requirements are concerned. This motion was carried by a vote of four to one, with Ms. Jennifer Street recorded as being opposed.

As the content of the ad promoting this function had been of particular concern, on the motion of Alderman Henry Merling, seconded by Mr. Terry Yates, the Board instructed the General Manager to have the Centre's legal advisors include in the facility contract document a paragraph that would entitle the General Manager to review all ads and promotional materials for functions to be held in the Centre, prior to publication.

The meeting then adjourned.

TAKEN AS READ AND APPROVED:

D. O. BRALEY, CHAIRMAN

B. Cook
Secretary.



HAMILTON CONVENTION CENTRE

3a

GENERAL MANAGER'S MONTHLY REPORT

TO THE BOARD OF DIRECTORS

HAMILTON CONVENTION CENTRE

March 20, 1984

INTRODUCTION

February, like January, was a very successful month. Revenues were well over budget, and over 1983 returns. More funds are being allotted to advertising and salaries than in 1983, hence expenditures are up as indicated in the attached "Financial Review: Fiscal 1984". Additionally, while lower than January, food costs are still above budget and the Centre is taking active steps to bring costs into line. Nevertheless, the budget surplus continues to grow and the deficit is lower than budget. Finally, Sales were brisk, accounting for \$175,000 for February.

FINANCIAL

The Centre has been advised by the City Treasurer that \$180,000 will be deleted from its capital reserve. This action was taken to reduce the percentage cost increase of the City. The direct implication is that funds to purchase long-term capital items (i.e. rug replacement) have been withdrawn from Centre resources.

The annual financial audit is now complete with no problems surfacing. A complete report will be given by the Audit/Finance Committee.

MARKETING/SALES

A number of initiatives are underway in Sales. A meeting room package special at \$13.50 per person is now being advertised and a brochure is being produced for a direct mailer. Materials have been sent to the Provincial agency who are producing a "Hamilton" ad for us. As well, we have already had December inquiries and our Christmas menus are being printed.

March 20, 1984

From a promotion standpoint, another City/Region Blood Donor Clinic is being planned for July 6th; last year's was the most successful clinic the Red Cross has had in Hamilton, and it is hoped we can duplicate it this year.

The Mayor has requested that a Committee of City and Regional staff examine the feasibility of installing a permanent display booth at the Centre. The location would be in the alcove in the first level foyer beside the stairs.

OPERATIONS

The first set of comment cards have been removed and those that require action have been passed to the appropriate department. Most of the first batch were comments on the Garden and Flower Festival which were forwarded to the producer of the show.

March is show month, and the big show this season was the Home Show which packed the Centre. On the other hand, the Garden Show was moderately attended. "Cars Are The Stars" is scheduled for the last week of the month, and in April, there is a Doll Show, Struggling Artists, and an Industrial Exhibition planned. The Thompson Twins will be performing in April in a cabaret-style setting.

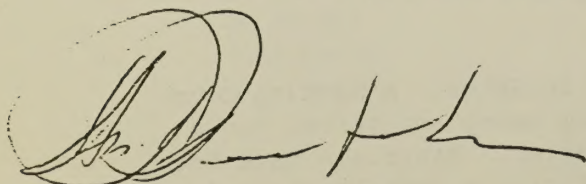
TRADE CENTRE/ARENA (TCA)

A salesperson for the TCA has been hired this week to report to the General Manager. Both the General Manager of the TCA and the Director of Marketing are expected to be on stream by June 1.

Bookings are filling in, some of the most notable being the Moscow Circus and the Ice Capades. Discussions are underway with the square dancers to hold their 1990 national convention (9,000 people), in Hamilton. This would entail using both the TCA and HCC.

LIBERAL CONVENTION

A bid was made by the Centre to attract this convention to Hamilton. While the City was not successful, making the representation was important as it put Hamilton on record as a venue for these important and lucrative events.



William J. Penfold,
General Manager.

WJP:bc

MAR 14 1984

MAR 08 1984

Mr. Mayor -

This telegram was
placed in earlier today.

Cheney

TELEGRAM

TO: MAYOR ROBERT MORROW

FROM: OTTAWA

ON BEHALF OF THE NATIONAL EXECUTIVE OF THE LIBERAL PARTY OF CANADA,
MAY I THANK YOU FOR AN EXCELLENT REPRESENTATION MADE ON BEHALF OF
YOUR CITY AS A POTENTIAL SITE FOR OUR FORTHCOMING LEADERSHIP CON-
VENTION.

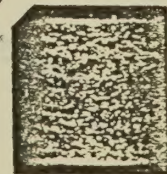
UNFORTUNATELY, YOUR CITY COULD NOT MEET OUR REQUIREMENTS FOR SUCH
A CONVENTION AND, THEREFORE, WERE NOT CONSIDERED.

WE WERE MOST FORTUNATE IN HAVING A FINE SELECTION OF FACILITIES
AND YOUR BID WAS OUTSTANDING. WE WILL CERTAINLY KEEP YOUR PROPOSAL
IN MIND FOR FUTURE NATIONAL PARTY CONVENTIONS.

LETTER TO FOLLOW.

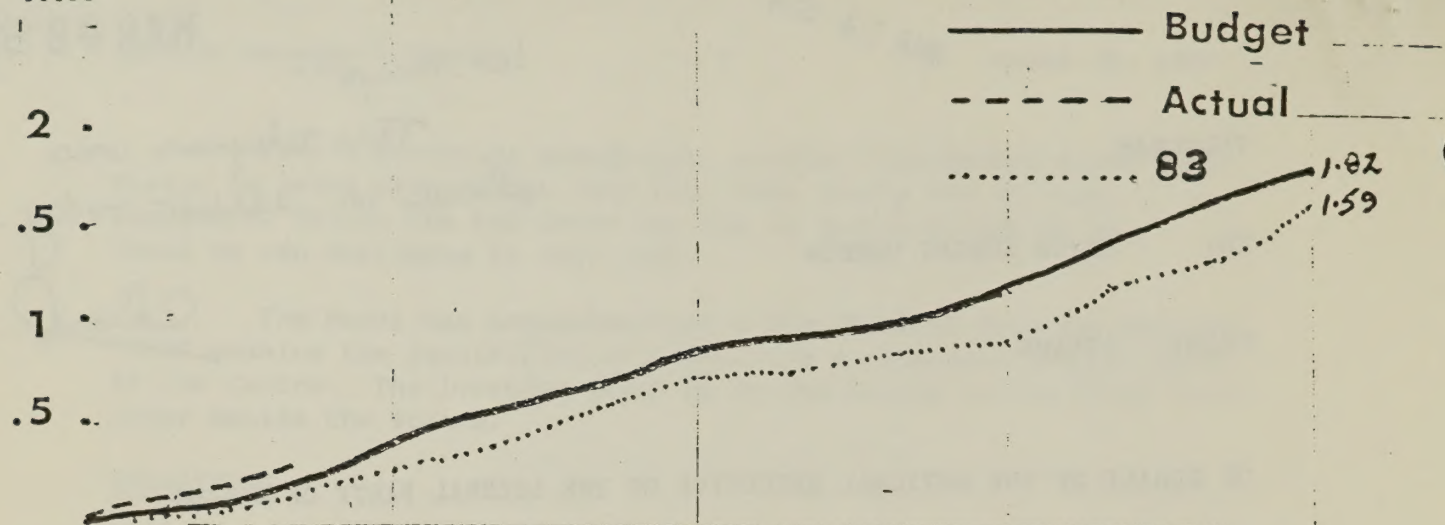
IONA V. CAMPAGNOLA,
PRESIDENT,
LIBERAL PARTY OF CANADA.

To
① C.C. members
② Don Cole - make
copies for this meeting ✓



FINANCIAL REVIEW: FISCAL 1984

Mil



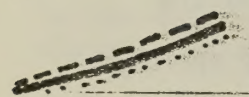
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HAMILTON CONVENTION CENTRE

FUNCTIONS HELD DURING THE MONTH OF FEBRUARY 1984

- February 1st - Media Club of Canada
Dinner/Meeting
No. of People - 22
- Hamilton Occupational Health Nurses Association
Reception/Dinner/Meeting
No. of People - 33
- February 1st to 3rd - Canadian Cannery Ltd.
Conference
No. of People - 142
- February 2nd - The Corporation of the City of Hamilton
Reception/Dinner
No. of People - 15
- February 4th - Elliott/Leavitt Wedding
Menu Sampling
No. of People - 6
- McMaster University, Brandon Hall
Dinner/Dance/Reception
No. of People - 587
- February 5th - Hamilton Flea Market Ltd.
Flea Market
No. of People - 2,800
- February 6th - London Life Insurance Company - The Appraisal Institute of Canada
Reception/Luncheon/Meeting
No. of People - 45
- February 7th - The Permanent
Meeting/Reception
No. of People - 150
- February 7th to 9th - IBM
Meetings/Luncheons
No. of People - 61 per day
- February 8th - Hamilton District Liberal Association
Meeting
No. of People - 200
- Financial Concept Group
Meeting
No. of People - 150

Cont'd . . .

February 8th - Canadian Institute of Management
Dinner/Meeting
No. of People - 46

February 9th - Family Medicine
Breakfast/Luncheon/Meeting/Dinner
No. of People - 15

Hamilton-Wentworth Region
Reception/Luncheon
No. of People - 45

Ginn and Company
Luncheon
No. of People - 47

Alec Murray Real Estate Company Limited
Meeting
No. of People - 30

Burns Fry Ltd.
Meeting
No. of People - 100

February 10th - Stelco Inc., Engineering Department
Reception/Dinner/Presentation
No. of People - 171

Canadian Cannery Ltd.
Meeting/Luncheon
No. of People - 25

February 11th - Nelson Aggregate Company
Reception/Dinner/Dance
No. of People - 91

St. Josephs Hospital, Department of Psychiatry
Reception
No. of People - 50

Hamilton 'Mardi Gras Capitol of Canada'
Grand Heritage Festival
No. of People - 1,400

February 12th - United Steelworkers of America
Meeting/Dinner
No. of People - 73

Hamilton Flea Market
Flea Market
No. of People - 2,900

February 13th - Ambitious City Toast Mistress Club
Dinner/Meeting
No. of People - 28

Alec Murray Real Estate
Reception/Luncheon
No. of People - 50

February 13th and 14th - Hamilton Public Relations Association
Reception/Luncheon
No. of People - 45

February 14th - Hamilton Musicians Guild
Meeting
No. of People - 70

The Regional Municipality of Hamilton-Wentworth
Meeting/Luncheon
No. of People - 75

The Corporation of the City of Hamilton
Meeting
No. of People - 17

February 15th - Esprit Vacations
Reception/Presentation/Dinner
No. of People - 130

Ontario Insurance Adjusters Association
Reception/Dinner/Meeting
No. of People - 45

February 16th - The City of Hamilton - The Ministry of the Attorney General
Meeting
No. of People - 30

Comptree Seminars
Meeting
No. of People - 40

February 17th - Dominion Securities Ames
Meeting/Luncheon
No. of People - 45

The Corporation of the City of Hamilton
Meeting
No. of People - 7

- February 17th - The Institute of Public Administration of Canada
Reception/Luncheon/Meeting
No. of People - 24
- February 19th - The Hamilton Flea Market Ltd.
Flea Market
No. of People - 3,200
- February 19th - Revlon International Corporation
to 21st Meeting/Luncheon
No. of People - 21 each day
- February 20th - The Permanent
Meeting
No. of People - 100
- Manulife
Meeting
No. of People - 32
- February 21st - The Regional Municipality of Hamilton-Wentworth, Personnel Dept.
Meeting
No. of People - 15
- Administrative Management Society Hamilton Chapter
Reception/Dinner/Meeting
No. of People - 40
- The Hamilton Academy of Medicine
Reception/Dinner/Press Conference/Meeting
No. of People - 300
- Bell Canada
Meeting
No. of People - 25
- I.B.E.W. Local 636
Meeting
No. of People - 20
- The Canadian Food Service Executives Association
Reception/Dinner/Meeting
No. of People - 29
- February 22nd - The Institute of Canadian Bankers
Meeting
No. of People - 550
- The Hamilton-Wentworth Housing Authority
Reception/Dinner/Meeting
No. of People - 10

- February 23rd - Wentworth Board of Education
Meetings/Reception
No. of People - 700
- Robinson Cone
Reception/Dinner
No. of People - 42
- February 24th - The Hamilton-Wentworth Childrens Aid Society
Reception/Dinner/Dance
No. of People - 72
- February 25th - Ontario Provincial Open Karate Championship
Karate championship
No. of People - 1,500
- Procter and Gamble
Reception/Dinner/Dance
No. of People - 975
- Canadian Society of Industrial Engineers
Luncheon/Meeting
No. of People - 15
- Riches/Auchterlonie Wedding
Reception/Dinner/Dance
No. of People - 120
- February 26th - The Hamilton Flea Market Ltd.
Flea Market
No. of People - 3,500
- February 27th - Ambitious City Toast Mistress
Dinner/Meeting
No. of People - 27
- February 29th - The Corporation of the City of Hamilton
Meeting
No. of People - 17

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Albion "A",
6:30 p.m.
April 24, 1984

2

The Board of Directors of the Hamilton Convention Centre met.

Present: Mr. David Braley, Chairman
Mr. Bill B. Stetson, First Vice-Chairman
Alderman James A. Bethune, Second Vice-Chairman
Mr. Keith L. Clark
Alderman Brian Hinkley
Ms. Jennifer A. Street
Mr. Terry E. Yates.

Also Present: Mr. Rodger Inglis, Q.C.
Mrs. Bonnie Cook, Secretary.

The Chairman called the meeting to order. As everyone had been properly notified, the meeting was regularly constituted for business.

The Board was meeting to hear a report from Mr. Inglis on the Hamilton Convention Centre ats. Pilato Judgment. The Board agreed that the discussion on this matter should be held in camera, and thus moved into private session.

After hearing a report from the Board's solicitor, who also presented an opinion from trial counsel, Mr. Douglas Laidlaw, Q.C., the Board resumed its public meeting.

It was moved by Alderman James Bethune, seconded by Alderman Brian Hinkley, and unanimously carried, that the Board's solicitor retain Douglas Laidlaw, Q.C., to appeal the decision of Mr. Justice J. J. Fitzpatrick with respect to:

- (a) The merits of the decision;
- (b) The award of damages for mental distress;
- (c) The award of punitive damages;
- (d) The award of solicitor and client costs;
- (e) The award of interest.

On the motion of Mr. Terry Yates, seconded by Alderman James Bethune, the meeting then adjourned.

TAKEN AS READ AND APPROVED:

D. O. BRALEY, CHAIRMAN

B. Cook
Secretary.

M O T I O N

RE: HAMILTON CONVENTION CENTRE -ats- JOHN PILATO

MOVED BY: ALDERMAN JAMES BETHUNE

SECONDED BY: ALDERMAN BRIAN HINKLEY

THAT our solicitor retain Douglas Laidlaw, Q.C., to appeal the decision of Mr. Justice J.J. Fitzpatrick with respect to:

- (a) The merits of the decision;
- (b) The award of damages for mental distress;
- (c) The award of punitive damages;
- (d) The award of solicitor and client costs;
- (e) The award of interest.

MEMORANDUM • CITY OF HAMILTON

TO : Mr. L. Sage, Chief Administrative
Officer

YOUR FILE:

FROM : Mr. J. J. Schatz, Secretary
Parks and Recreation Committee

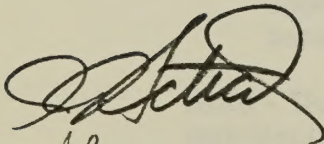
OUR FILE :

SUBJECT : Management - Convention Centre,
Hamilton Place, Trade Centre/
Arena

DATE : 1984 April 16

3

Attached, for your information and attention, please find a copy of section 1 of the Sixth Report of the Parks and Recreation Committee, which was adopted by City Council at its meeting Tuesday, April 10, 1984.



by
JJS:rw
attchm.

c.c.'s Mr. K. A. Rouff, City Solicitor
Mr. W. H. McFarland, Consultant
✓ Mr. W. Penfold, General Manager, Convention Centre
Mr. T. Burrows, General Manager, Hamilton Place
Mr. E. C. Matthews, City Treasurer

MEMORANDUM • CITY OF HANOI

TO : THE MAYOR, CITY OF HANOI

FROM : THE DEPUTY MAYOR, CITY OF HANOI

SUBJECT: [Illegible]

DATE: [Illegible]

3

[Illegible]

[Illegible]

[Illegible]

[Illegible]

[Illegible]

[Illegible]

[Illegible]



[Illegible]

[Illegible]

Subjoined, is section 1 of the Sixth Report of the Parks and Recreation Committee, which was adopted by City Council at its meeting, Tuesday, April 10, 1984.

- *1. (A) (i) That a fourteen member Board be appointed to administer the affairs of Hamilton Place, the Convention Centre and the Trade Centre/Arena.
- (ii) That the Board to be comprised of the Mayor, four (4) aldermen and nine (9) citizen members.
- (iii) That the Mayor and four aldermen be appointed for a period to coincide with their term of office.
- (iv) That the initial appointment of the citizen members to be as follows:
- (a) For a three year term, there will be one member from the present Board of Hamilton Place, one member from the present Board of the Convention Centre and one other citizen member.
 - (b) For a two year term, there will be one member from the present Board of Hamilton Place, one member from the present Board of the Convention Centre and one other citizen member.
 - (c) For a one year term, there will be three citizen members appointed.
 - (d) After the initial appointment, there will be three citizen appointments or re-appointments annually on a three year rotating basis.

Note - The Committee is of the opinion there would be merit in having representation from the Parks and Recreation Committee and the Finance Committee on this Board.

- (B) That until such time as the necessary legislation has been received establishing legislated powers for the new Board:-
- (i) The Hamilton Place and Convention Centre Boards shall continue their present responsibilities.
 - (ii) The new Board shall act on an interim basis reporting to City Council through the Finance Committee for the management of the Trade Centre/Arena and in a co-ordinating capacity with the other two Boards.

and the Commission is to be held at the same time as the meeting of the Council of Ministers, which will be held in the Council of Ministers.

(1) The Commission shall be composed of the following members:

(a) The President of the Commission, who shall be elected by the Council of Ministers.

(b) The Vice-President of the Commission, who shall be elected by the Council of Ministers.

(c) The members of the Commission, who shall be elected by the Council of Ministers.

(d) The members of the Commission, who shall be elected by the Council of Ministers.

(e) The members of the Commission, who shall be elected by the Council of Ministers.

(f) The members of the Commission, who shall be elected by the Council of Ministers.

(g) The members of the Commission, who shall be elected by the Council of Ministers.

(h) The members of the Commission, who shall be elected by the Council of Ministers.

(i) The members of the Commission, who shall be elected by the Council of Ministers.

(j) The members of the Commission, who shall be elected by the Council of Ministers.

(k) The members of the Commission, who shall be elected by the Council of Ministers.

- (C) That the City Solicitor be requested to prepare the necessary Provincial Legislation in draft form, for consideration by the Interim Board and recommendation from the Interim Board to City Council for their approval:-
- (i) To establish a new Corporation or amend an existing Corporation Charter for the management of Hamilton Place, the Convention Centre and the Trade Centre/Arena, and for the appointment of a fourteen member Board.
 - (ii) To provide for a wind up of such legal corporations as may be necessary.
 - (iii) The effective date for (a) and (b) will be determined in the legislation.
 - (iv) To retain the benefits of the various foundations for charitable purposes.
- (D) That the Interim Board take the necessary steps to retain and possibly expand to the other two facilities the Hamilton Performing Arts Corporation sales tax exemption for certain productions.
- (E) In accordance with the report of Mr. W. H. McFarland, Consultant, dated March 7, 1984, and as recommended by the Advisory Group, the City will provide purchasing, legal, personnel and financial services for the year 1984, and consideration will be given to the continuance of the purchase of all or part of these services from the City by the new Corporation.
- (F) That when the Legislative approval has been received, the new Board may request the members of the Boards for Hamilton Place and the Convention Centre to continue to serve in an advisory capacity as a Committee to the Board for a period to be determined by the new Board.
- (G) A budget, in the amount of \$250,000.00 be approved for the Trade Centre/Arena project for the year 1984 in accordance with the detailed estimates attached to the report of Mr. W. H. McFarland, Consultant, dated March 7, 1984 and recommended by the Advisory Group.

NOTE: The following reports prepared by Mr. W. H. McFarland, in support of these recommendations, were previously forwarded to the members of City Council. Additional copies, if required, are available from the Secretary of the Parks and Recreation Committee.

- Summary of Events for Advisory Group dated January 1984.
- Report of February 10, 1984 which provided an estimate of the possible dollar savings under a single structure for Hamilton Place, Convention Centre and the Trade Centre/Arena
- Report of February 23, 1984 on the proposed organizational structure and responsibilities of the General Managers under a single Board (see Schedule 2 for the organization chart approved by the Advisory Group)
- Report of March 7, 1984 for details of the proposed 1984 Estimated Budget in the amount of \$250,000.00.



HAMILTON CONVENTION CENTRE

4a

GENERAL MANAGER'S REPORT

TO THE BOARD OF DIRECTORS

April 16, 1984

INTRODUCTION

March was trade show month with three shows appearing at the Centre:

Home Show
Garden & Flower Festival
Cars are the Stars.

The Home Show was well-promoted and attended, and revenues were similar to last year. This is the second year for the Garden Show and, while they expanded to the second floor, the show producer still has a long way to go to produce a first class show. As a result, attendance and revenues were down. A similar situation existed with the car show; hopefully next year's exhibits can be more professional.

FINANCE

Revenues for March were off \$8,000 from 1983 and \$29,000 from budget (\$1.65). Poor show attendance was responsible for some of these figures. However, revenues are \$18,000 over budget for the first quarter of 1984 and \$61,000 over 1983. Our budgetary surplus, therefore, is \$13,700 for the quarter.

Looking ahead, April will probably be off, but May and especially June will be busy months. It is expected we will be close to the 1.65 million dollar budget for the second quarter. For the year, we have about \$100,000 more on the books than at this time last year.

OPERATIONS

The Peter Adonis Show went off without incident. I had a call from the Status of Women representative who indicated that, while they did not agree with the show being held at the Centre, they did feel the evening was well-handled by both management and the promoter. The show produced \$7,000 in revenue.

SALES AND ADVERTISING

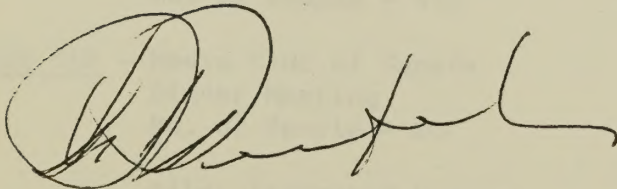
Sales again were brisk in March, the highlights being the Spinal Cord Society (\$5,700 - June, 1984), Ontario Family Life (\$10,000 - May, 1984), Girl Guides (\$11,000 - March, 1985), McMaster Economic Seminar (\$16,000 - October, 1984), Procter & Gamble Dinner (\$24,000 - February, 1985) Total sales were \$145,571.

New advertising will appear as a direct mailer with a fresh brochure to Corporations emphasizing a meeting room package. A heavy radio campaign will be heard on CHML and CKDS pushing meeting rooms and weddings.

TRADE CENTRE/ARENA

City Council voted last week to have one Board and a single management for the Centre, Hamilton Place and the Trade Centre/Arena (TCA). Initially, a temporary Board will be put in place for the TCA which will then amalgamate in time with the other two Boards. Meanwhile, a General Manager will be hired by June 1 for the TCA as well as a Director of Marketing for all three complexes. The consultant has recommended that a Chief Executive Officer for the complex be in place by November 1, 1984.

The implications for the Centre are that, when the new organization is on-stream, the General Manager of the HCC will report to the new Chief Executive Officer, and Marketing and Sales for the Centre will be centralized under the new Director of Marketing as will Finance under the new Director of Administration and Finance. If the City chooses to run the TCA concessions, it is expected that the Centre staff will handle the job and that Operations staff will increase appreciably.



William J. Penfold,
General Manager.

WJP:bc



HAMILTON CONVENTION CENTRE

FUNCTIONS HELD DURING THE MONTH OF MARCH 1984

March 1st - Ontario Marketing Productions Ltd.
to 5th Hamilton Home Show
 No. of People - 3,000

March 1st - Hamilton and District Home Builders Association
 Industry Luncheon
 No. of People - 254

March 5th - Comptree Seminars
 Meeting
 No. of People - 25

March 6th - Ontario Centre for Micro Electronics
 Meeting/Luncheon
 No. of People - 12

Brewers Retail
Meeting/Luncheon
No. of People - 30

Hamilton Chapter of the Canadian Credit Institute
Reception/Dinner/Meeting
No. of People - 90

Girl Guides of Canada, Hamilton Area
Dinner/Meeting
No. of People - 475

March 7th - Media Club of Canada
 Dinner/Meeting
 No. of People - 20

Pilot Insurance Company
Meetings/Luncheon/Dinner
No. of People - 125

March 8th - Hamilton, Burlington, Lincoln and District Federal Liberal Assoc.
 Meeting/Reception
 No. of People - 100



WORLD COMMISSION ON CIVILIZATION

PROPOSAL FOR A WORLD COMMISSION ON CIVILIZATION

Section I - General Principles and Objectives
The Commission shall be established as an independent body, free from political, religious, or ideological influences. Its primary objective is to study and report on the state of civilization in the world, with particular attention to the needs of the developing countries.

Section II - Composition and Organization
The Commission shall consist of representatives from all major world areas, including Africa, Asia, Europe, Latin America, and the Middle East. It shall be organized into a plenary assembly and several thematic working groups.

Section III - Functions and Powers
The Commission shall have the right to request information from governments and international organizations. It shall submit annual reports to the United Nations and other relevant bodies, and it may also issue recommendations and advisory opinions.

Section IV - Financial Arrangements
The Commission shall be financed through voluntary contributions from governments, international organizations, and the private sector. It shall maintain a transparent financial system and submit an annual budget and financial statement.

Section V - Secretariat and Staff
The Commission shall have a permanent secretariat located in a neutral country. The secretariat shall be responsible for the day-to-day administration of the Commission and for assisting the working groups.

Section VI - Relationship with the United Nations
The Commission shall be established as an advisory body to the United Nations. It shall report to the General Assembly and the Economic and Social Council, and it may also be consulted by the Secretary-General on matters of civilization.

Section VII - Final Provisions
This proposal shall be subject to approval by the plenary assembly of the Commission. It shall enter into force upon the adoption of its constitution and the appointment of its first members.

Section VIII - Transitional Arrangements
In the interim period before the Commission is fully operational, the functions of the Commission shall be performed by a temporary committee appointed by the United Nations Secretary-General.

Section IX - Final Statement
The Commission is established as a permanent body to monitor the state of civilization in the world and to provide advice and recommendations to the United Nations and other international bodies.

Section X - Final Provisions
This proposal shall be subject to approval by the plenary assembly of the Commission. It shall enter into force upon the adoption of its constitution and the appointment of its first members.

March 8th - Hoover Canada Inc.
Reception/Luncheon/Meeting
No. of People - 48

March 9th - Pioneer Family Pools
and 11th Pool Show
No. of People - 500

March 11th - The Hamilton Flea Market Ltd.
Flea Market
No. of People - 3,500

March 12th - Midas Canada Inc.
Meeting/Reception
No. of People - 25

Ambitious City Toast Mistress Club
Dinner/Meeting
No. of People - 23

March 13th - The Corporation of the City of Hamilton
Meeting
No. of People - 17

March 14th - Rolm Canada
Meeting/Luncheon
No. of People - 14

Purchasing Management Association of Canada, Hamilton District
Reception/Dinner/Meeting
No. of People - 190

March 14th - The Ontario Garden and Flower Festival
to 19th Garden Show
No. of People - 7,000

March 15th - Air Canada Touram
Breakfast/Meeting
No. of People - 30

March 19th - City of Hamilton, Dept. of Community Development
Meeting
No. of People - 22

Hamilton and District Society of Optometrists
Reception/Dinner/Meeting
No. of People - 20

The Budd Watson Gallery
Meeting
No. of People - 50

March 19th - Pelcich Manufacturing and Exporters
and 20th Display
No. of People - 50

March 19th - Robertson Inc.
to 21st Breakfast/Luncheon/Meeting
No. of People - 35

March 20th - I.B.E.W. Local Union 636
Meeting
No. of People - 20

Hamilton and Region Professional Fund Raisers Association
Reception/Luncheon/Meeting
No. of People - 35

March 21st - 3M Canada Inc.
Meeting/Luncheon
No. of People - 9

Canadian Imperial Bank of Commerce
Meeting
No. of People - 36

Ontario Insurance Adjusters Association
Reception/Dinner/Meeting
No. of People - 69

March 22nd - Ministry of Community and Social Services
Meeting/Luncheon
No. of People - 30

March 22nd - Procter and Gamble
and 23rd Luncheon/Meeting
No. of People - 45

March 24th - McMaster University Commerce Graduating Class '84
Reception/Dinner/Dance
No. of People - 241

March 25th - The Hamilton Flea Market Ltd.
Flea Market
No. of People - 3,500

March 26th - The Budd Watson Gallery
Meeting
No. of People - 50

Ambitious City Toast Mistress Club
Dinner/Meeting
No. of People - 36

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2017 - 2018
2019 - 2020
2021 - 2022

March 26th - Construction Safety Association
Meeting
No. of People - 14

The Corporation of the City of Hamilton
Luncheon/Meeting
No. of People - 8

Bank of Montreal
Luncheon/Meeting
No. of People - 82

March 27th - The Spectator
Meeting
No. of People - 700

Administrative Management Society
Dinner/Meeting
No. of People - 33

The Corporation of the City of Hamilton
Meeting
No. of People - 17

Association of Information Systems Professionals
Dinner/Meeting
No. of People - 44

March 28th - Ja-Meds Associates
Meeting/Luncheon
No. of People - 29

C.P. Air Holidays
Reception/Meeting
No. of People - 134

March 29th - Intermetco Ltd.
Meeting
No. of People - 60

Royal Oak Dairy
Reception/Luncheon/Meeting
No. of People - 23

March 29th - Cars are ths Stars
to April 1 Car Show
No. of People - 2,500

March 31st - Probation and Parole Office
Meeting/Luncheon
No. of People - 40

Burlington Sailing and Boating Club
Reception/Dinner/Dance
No. of People - 212

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FINANCIAL REVIEW: FISCAL 1984

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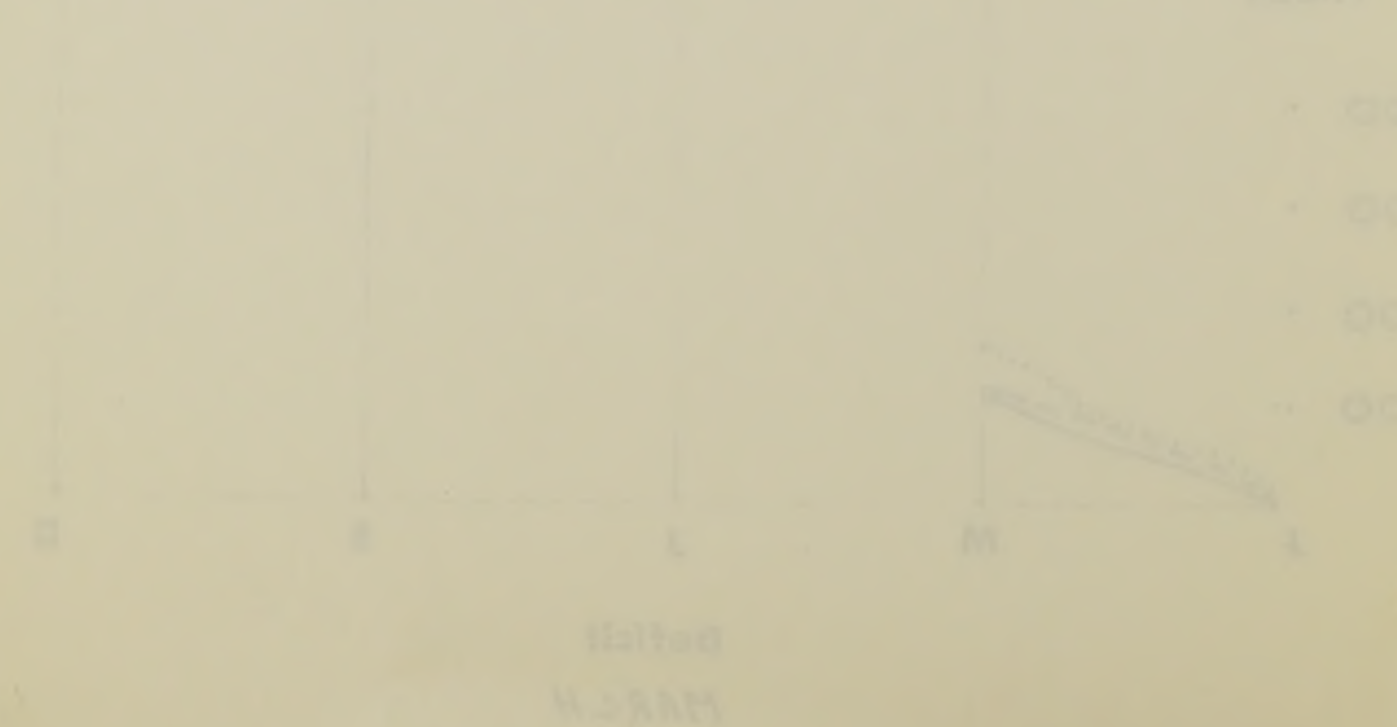
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MARCH





HAMILTON CONVENTION CENTRE

46

OPERATIONS COMMITTEE

R E P O R T

April 26, 1984

The Operations Committee met on April 25th, 1984, and wishes to report as follows:

1. Marketing Sub-Committee

The Operations Committee considered the establishment of a sub-committee to deal with Marketing. For the present, the Committee as a whole will deal with Marketing matters, and will be undertaking a review of the current five-year Marketing Plan. At a later date, if required, a sub-committee will be established.

2. Air Intake/Exhaust System Problems and Other Building Concerns

For the information of the Board, the Centre's Director of Operations has advised that the question of liability, if any, of the Architect of the facility, is currently being examined. A full tour of the Centre has been conducted by the management, the City Architect, representatives of Trevor Garwood-Jones, and Group Eight Engineering, wherein this, and several other areas of concern were examined. These additional problem areas include the MacNab Street and King Street overhead doors, the freezing of pipes at Summers Lane, a leak in one of the storage rooms at an expansion joint, and a section of the ceiling in the dishwash area that will require reconstruction. A report outlining all building deficiencies as well as any liability involved will come forward to the Committee in due course.

3. Official Customs Broker Agreement

The agreement to retain an official customs broker is in the hands of the City's Legal Department, and will be presented to the Board at a later date.

4. Staff Salaries

For the information of the Board, the Centre's management has requested that the City's Personnel Committee approve pay step increases for full-time staff. These increases total 4.41% for the group and fall well within the guidelines of the Inflation Restraint Board which call for a 5% maximum increase in 1984. In addition, a small overall increase (.4%) may also be forthcoming.



WORLD CONGRESS

REPORT

1954

Page 1

The Congress was held in the city of [illegible] from the 1st to the 10th of July, 1954, and was attended by [illegible] delegates from [illegible] countries.

1. Opening Session

The Congress opened on the 1st of July with a session of the General Assembly. The President of the Congress, [illegible], presided over the opening ceremony. He welcomed the delegates and expressed his confidence that the Congress would be a success. He then introduced the first speaker, [illegible], who gave a speech on the state of the world. The session continued with reports from the various commissions and committees. The Congress adjourned for the day on the 1st of July.

2. Second Session

The second session of the Congress was held on the 2nd of July. It began with a report from the President of the Congress, [illegible], who reported on the progress of the Congress. He then introduced the second speaker, [illegible], who gave a speech on the state of the world. The session continued with reports from the various commissions and committees. The Congress adjourned for the day on the 2nd of July.

3. Third Session

The third session of the Congress was held on the 3rd of July. It began with a report from the President of the Congress, [illegible], who reported on the progress of the Congress. He then introduced the third speaker, [illegible], who gave a speech on the state of the world. The session continued with reports from the various commissions and committees. The Congress adjourned for the day on the 3rd of July.

4. Fourth Session

The fourth session of the Congress was held on the 4th of July. It began with a report from the President of the Congress, [illegible], who reported on the progress of the Congress. He then introduced the fourth speaker, [illegible], who gave a speech on the state of the world. The session continued with reports from the various commissions and committees. The Congress adjourned for the day on the 4th of July.

Management has advised the Committee that the Centre's Director of Personnel has the authority to grant step increases, and understands that the Centre's request has been approved by Mr. Gillespie.

In addition, three staff members who were employed by the Centre just prior to the finalization of the Thorne, Stevenson & Kellogg Study, and who have not yet been placed within the ranges established for their respective positions, have now been placed in Step 1 of the appropriate range.

NOTE: When this matter appeared before the Operations Committee, one member of staff had been slotted into step 2 of the range for her position, which made the overall increase for the whole group 4.61%. That particular individual has now been placed into Step 1, which reduces the increase to 4.41% as reported earlier in this section. The Audit/Finance Committee has approved of this revised figure.

5. Summers Lane Elevator

At the last meeting of the Board, management was requested to deal with the problem of the inaccessability at times, of the Summers Lane Elevator. The attached report of the Director of Operations is submitted to the Board to further explain the difficulties experienced by the Centre with regard to the operation of this elevator.

6. Frozen Pipes at the Summers Lane Vestibule

The Board will recall that damage had been caused to the facility due to the freezing and subsequent breaking of pipes which were designed to heat the vestibule area between the two sets of doors at Summers Lane. The City Architect has been in contact with the Architect of the facility, Mr. Trevor Garwood-Jones, who will inspect the damage and file a report. The liability of the Architect, if any, may be determined at that time.

The City Architect has undertaken a review of the plans of the Hamilton Convention Centre and has confirmed he finds no existing conditions which would result in a similar situation to the Summers Lane pipes.

7. Request for Capital Purchases

The Operations Committee has approved of the following capital expenditures, to be financed from the Centre's 1983 capital allocation, subject to the approval of the Audit/Finance Committee:

April 26, 1984

Refrigeration Unit	\$2,150
Modifications to the Air Intake/Exhaust System to Correct Circulation	<u>8,800</u>
TOTAL:	<u>\$10,950</u>

The above amount includes all applicable sales taxes and 10% (rounded) to account for price fluctuations at the time of ordering.

Please refer to the rationale and quotations submitted with the Report of the Audit/Finance Committee.

8. Marketing/Sales Department - March Overview

The Committee received the March overview of the Marketing/Sales Department for information. This overview indicates a total of business acquired during the month of March of \$145,571.82. A copy of the overview is available in the office of the General Manager for information.

Respectfully Submitted,

Keith L. Clark
per se

KEITH L. CLARK, CHAIRMAN

Bonnie Cook,
Secretary.

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MEMO TO: William Penfold *03/4*

FROM: Stephen Dockman

DATE: April 3, 1984

RE: Summers Lane Passenger Elevator

As you are aware the Summers Lane elevator is operational from all levels during most functions. However, during certain events such as consumer shows whereby the main entrance to the facility is used to maintain control, the elevator is not operational.

Due to fire regulations, it is mandatory that the turnstiles for entry are located to the south of the orange fire exit doors to allow clear access to these doors in case of an emergency. This prohibits the use of the elevator as people would tend to enter through the exit doors as other people are leaving the facility. As well, if the elevator was operational to the second and third floors, this would allow free access to the facility during these shows.

Generally, the location and the design of the Summers Lane elevator prohibits its use during certain types of events. However, we are aware of the importance of accessibility of the elevators to the general public from all levels of the building and parking garage and we will ensure that the elevator is operational as much as possible.

Additional signage has been ordered that will be placed throughout the facility to assist the general public in locating the elevators.

Stephen H. Dockman

Stephen H. Dockman
Director of Operations

SD:gh

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HAMILTON CONVENTION CENTRE

4c

April 26, 1984

AUDIT/FINANCE COMMITTEE

R E P O R T

The Audit/Finance Committee met on April 26th, 1984, and wishes to report as follows:

1. Presentation of the Unaudited Financial Statements for the Three-Month Period Ended March 31, 1984

The Audit/Finance Committee has reviewed in detail the results for the period ended March 31st, 1984, and recommends that the statements be approved by the Board of Directors and submitted to the City Treasurer.

2. Staff Salaries

As indicated in the Report of the Operations Committee, the Audit/Finance Committee also received a report from the Centre's management with respect to staff salary step increases for information.

3. Request for Capital Purchases

The Audit/Finance Committee recommends to the Board that the following capital expenditures be approved, to be financed from the Centre's 1983 capital allocation:

Refrigeration Unit	\$2,150
Modification to the Air Intake/Exhaust System to correct Circulation	<u>8,800</u>
TOTAL:	<u>\$10,950</u>

The above total of \$10,950 is not to be exceeded, and includes applicable sales taxes, and a 10% contingency to account for price fluctuations.

NOTE: Please refer to the attached rationale and quotations for further information.

1943

UNITED STATES DEPARTMENT OF AGRICULTURE

WASHINGTON, D. C.

OFFICE OF THE ASSISTANT SECRETARY

FOR AGRICULTURAL MARKETING

REPORT OF THE ASSISTANT SECRETARY FOR AGRICULTURAL MARKETING
ON THE PROGRESS OF THE MARKETING OF AGRICULTURAL PRODUCTS
DURING THE YEAR 1943

1. Introduction. The purpose of this report is to present a summary of the progress of the marketing of agricultural products during the year 1943. The report is organized into four main sections: (1) General conditions, (2) Marketing of major products, (3) Marketing of minor products, and (4) Summary and conclusions.

The marketing of agricultural products during the year 1943 was characterized by a number of factors which influenced the volume and value of the trade. These factors included the weather, the state of the economy, and the policies of the Government. The volume of the trade was generally higher than in previous years, and the value was also higher. This was due to a number of factors, including the increase in the production of agricultural products, the increase in the demand for these products, and the increase in the prices of these products.

2. General conditions.

The marketing of agricultural products during the year 1943 was characterized by a number of factors which influenced the volume and value of the trade. These factors included the weather, the state of the economy, and the policies of the Government. The volume of the trade was generally higher than in previous years, and the value was also higher. This was due to a number of factors, including the increase in the production of agricultural products, the increase in the demand for these products, and the increase in the prices of these products.

3. Marketing of major products.

The marketing of major products during the year 1943 was characterized by a number of factors which influenced the volume and value of the trade. These factors included the weather, the state of the economy, and the policies of the Government. The volume of the trade was generally higher than in previous years, and the value was also higher. This was due to a number of factors, including the increase in the production of major products, the increase in the demand for these products, and the increase in the prices of these products.

4. Marketing of minor products.

The marketing of minor products during the year 1943 was characterized by a number of factors which influenced the volume and value of the trade. These factors included the weather, the state of the economy, and the policies of the Government. The volume of the trade was generally higher than in previous years, and the value was also higher. This was due to a number of factors, including the increase in the production of minor products, the increase in the demand for these products, and the increase in the prices of these products.

5. Summary and conclusions.

The marketing of agricultural products during the year 1943 was characterized by a number of factors which influenced the volume and value of the trade. These factors included the weather, the state of the economy, and the policies of the Government. The volume of the trade was generally higher than in previous years, and the value was also higher. This was due to a number of factors, including the increase in the production of agricultural products, the increase in the demand for these products, and the increase in the prices of these products.

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THE ASSISTANT SECRETARY FOR AGRICULTURAL MARKETING

April 26, 1984

4. Accounting Services for the Trade Centre/Arena

For the information of the Board, the Centre's Director of Finance will be handling the accounting services for the Trade Centre/Arena until such time as a management structure is in place. Both the City Treasurer, and the project's Interim Manager, Mr. Penfold have agreed that this is the best way to proceed with financial reporting at the present time.

Monthly financial statements will be prepared by Mr. Leuser and forwarded to the City's Finance Committee, to Alderman Don Gray, and possibly to the Parks and Recreation Committee.

Mr. Leuser felt that he would be in a position to handle the additional workload at this time.

Respectfully Submitted,

Terry E. Yates per/bw

TERRY E. YATES, CHAIRMAN

B. Cook
Secretary.

April 26, 1944

Mr. J. Edgar Hoover

RECOMMENDATION FOR THE JAMES EARL RAY

For the Department of the Army, the Army's Division of
Personnel will be handling the personnel matter and the
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HAMILTON CONVENTION CENTRE

UNAUDITED OPERATING RESULTS

FOR THE THREE MONTH

PERIOD ENDED MARCH 31, 1984

THE
THE
THE
THE

I N D E X

OPERATING RESULTS FOR

THE THREE MONTH

PERIOD ENDED MARCH 31, 1984

Introduction

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Rental Revenues 3301-10
Food & Beverage Banquets 3301 -20
Other Revenue 3301-30

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Information Desk 3321-06
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Purchasing/Receiving 3321-20
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Account Number 3301 indicates Revenues

Account Number 3321 indicates Expenditures

HAMILTON CONVENTION CENTRE

UNAUDITED FINANCIAL REPORT FOR THE THREE

MONTH PERIOD ENDED MARCH 31, 1984

Enclosed are the operating results for the month of March and the three month period ended March 31, 1984, which indicate deficits of approximately \$20,750 and \$107,550, respectively.

It should be noted that the operating deficit of \$107,550 for the three month period ended March 31, 1984 is well within the Centre's three month budgeted deficit of \$121,000. This is noteworthy since it indicates a budgetary surplus of approximately \$13,450 which arose primarily due to revenues for the three month period exceeding budget by \$18,200 or 5.5%.

It should, however, be noted that the Centre's budgetary surplus declined in March by \$4,750 over that previously reported for the two month period ended February 29, 1984. This occurred largely due to revenues for the month of March, 1984 being under budget by \$29,709 or 19.7%.

In respect of part-time labour (page 19) and food costs (page 20), the Centre's performance in March was within budgeted cost percentages. We expect that this will continue into the balance of 1984.

A COMPARISON OF THE THREE MONTH DEFICIT FOR

1984 WITH THAT INCURRED FOR 1983

The three month deficit of \$107,550 for 1984 compares favourably with the \$151,096 deficit for 1983 due largely to:

- (1) the gross margin earned on additional revenues of \$61,061 in 1984; and,
- (2) a decrease in 1984 of approximately \$53,507 in professional fees incurred in 1983 in respect of the litigation and the Thorne, Stevenson & Kellogg Salary Study.

However, partially offsetting the above favourable factors are the following:

- (1) increased repairs and maintenance expenditures of approximately \$11,726 in 1984. This has occurred primarily as a result of the Centre's warranties expiring in May, 1983;

CHAPTER I. THE LANDS OF THE CROWN.

SECTION I. THE LANDS OF THE CROWN.

The lands of the Crown are divided into two classes, viz. the lands of the Crown in fee simple, and the lands of the Crown in fee tail.

The lands of the Crown in fee simple are those lands which are held by the Crown in fee simple, and are not subject to any other title.

The lands of the Crown in fee tail are those lands which are held by the Crown in fee tail, and are subject to the title of fee tail.

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- (2) increased advertising and promotional expenditures of \$7,864 in 1984; and
- (3) increased salary and benefit costs of \$11,428 in 1984.

If you have any questions, please contact either Mr. William Penfold, the General Manager or myself.

Yours very truly,

John A. Leuser
John A. Leuser, B. Comm., C.A.,
Director of Finance.

April 16, 1984.

March 10, 1961

Dear Mr. [Name]

I am writing to you in response to your letter of March 8, 1961.

I am sorry that I cannot give you a more definite answer at this time.

Sincerely,
[Signature]

Enclosure

Very truly yours,
[Signature]

(10) [Name] [Address] [City] [State] [Zip]

(11) [Name] [Address] [City] [State] [Zip]

HAMILTON CONVENTION CENTRE

Account Number 3301 indicates Revenue detail
Account Number 3321 indicates Expense detail

Actual Operating Results For The Three Month Period Ended March 31, 1983	Description	Budgeted Operating Results For		Actual Operating Results For		Percentage Of Total 1984 Annual Budget Spent Or Achieved
		The Year Ended December 31, 1984	The Three Month Period Ended March 31, 1984	The Month Of March, 1984	The Three Month Period Ended March 31, 1984	
	<u>Revenue:</u>					
\$ 58,225	Rentals, etc, 3301 - 10	\$ 311,150	\$ 70,400	\$ 44,194	\$ 76,301	24.5%
213,245	F & B Banquets, etc. 3301-20	1,257,000	241,800	70,366	251,886	20.0%
14,169	Other Operating Revenue 3301-30	81,850	16,300	6,831	18,513	22.6%
\$ 285,639	Revenue from Operations	\$ 1,650,000	\$ 328,500	\$ 121,391	\$ 346,700	21.0%
436,735	Less Total Expenditures as shown on page 6.	2,096,950	449,500	142,141	454,250	21.7%
151,096	Excess of Expenditures Over Revenue From Operations	446,950	121,000	20,750	107,550	24.1%
142,000	Contribution from the City Of Hamilton 3301-02	446,950 (1)	121,000	16,000	121,000	27.1%
\$ (9,096)	Budgetary Surplus (Deficit)	\$ NIL	\$ NIL	\$ (4,750)	\$ 13,450	

Note: It should be noted that:

- The operating statements have been prepared on the accrual basis of accounting; and
 - No provision has been made in the operating statement in respect of the litigation.
- (1) An additional \$43,050 is being held in the City's contingency reserve in order to provide for 1984 salary and wage rate increases.

Actual Operating Results For The Three Month Period Ended March 31, 1983	Budgeted Operating Results For				Actual Operating Results For		Percentage Of Total 1984 Annual Budget Spent Or Achieved
Description	The Year Ended December 31, 1984	The Three Month Period Ended March 31, 1984	The Month Of March 1984	The Three Month Period Ended March 31, 1984			
\$58,225	Rentals - 3301 - 10 -	\$311,150	\$70,400	\$44,194	\$76,301	24.5%	
\$24,312	Wentworth Exhibition Hall - 10	\$108,000		\$17,417	\$27,450	25.4%	
1,275	Display Windows - 11	5,500		725	2,175	39.5%	
7,288	Albion Room - 20	40,000		2,663	6,753	16.9%	
391	Meeting Room No. 201 - 21	1,950		160	373	19.1%	
810	Meeting Room No. 202 - 22	9,200		262	637	6.9%	
605	Meeting Room No. 203 - 23	5,700		243	1,013	17.8%	
180	Meeting Room No. 204 - 24	1,500		-	60	4.0%	
986	Meeting Room No. 205 - 25	3,600		510	1,271	35.3%	
1,810	Meeting Room No. 206 - 26	9,000		494	1,235	13.7%	
14,000	Chedoke Banquet Hall - 30	91,000		19,969	27,541	30.3%	
5,380	Webster Room - 31	24,000		600	5,020	20.9%	
417	Meeting Room No. 314 - 32	7,700		330	1,089	14.1%	
300	Hamilton Convention & Show Services - 40	1,500		125	350	23.3%	
300	Piano Rentals - 55	1,000		-	40	4.0%	
171	Rental of Tables, Chairs, Etc. - 60	1,500		696	1,294	86.3%	

Actual Operating Results For The Three Month Period Ended March 31, 1983	Description	Budgeted Operating Results For		Actual Operating Results For		Percentage Of Total 1984 Annual Budget Spent Or Achieved
		The Year Ended December 31, 1984	The Three Month Period Ended March 31, 1984	The Month Of March 1984	The Three Month Period Ended March 31, 1984	
\$213,245	Food & Beverage Sales - Banquet - 3301 - 20 -	\$1,257,000	\$241,800	\$70,366	\$251,886	20.0%
\$145,131	Food - 10	\$ 815,000		\$50,406	\$159,540	19.6%
6,510	Coffee, Juice (non-bar) Soft Drinks - 15	53,000		2,112	7,441	14.0%
26,402	Liquor - 35	145,000		6,820	33,685	23.2%
13,159	Beer - 40	100,000		6,070	18,584	18.6%
19,740	Wine - 45	127,000		4,145	29,662	23.4%
2,303	Soft Drinks (bar) and Fruit Punch - 50	17,000		813	2,974	17.5%

Actual Operating Results For The Three Month Period Ended March 31, 1983	Description	Budgeted Operating Results For		Actual Operating Results For		Percentage Of Total 1984 Annual Budget Spent Or Achieved
		The Year Ended December 31, 1984	The Three Month Period Ended March 31, 1984	The Month Of March 1984	The Three Month Period Ended March 31, 1984	
<u>\$436,735</u>	Expenditures - 3321 -	<u>\$2,096,950</u>	<u>\$449,500</u>	<u>\$142,141</u>	<u>\$454,250</u>	<u>21.7%</u>
\$130,557	Administration - 01	\$335,060	\$84,000	\$28,742	\$80,551	24.0%
2,765	Information Desk - 06	18,800	3,917	1,590	5,041	26.8%
70,279	Building Maintenance - 10	353,720	82,355	27,918	82,962	23.5%
6,979	Purchasing/Receiving - 20	32,870	7,807	2,899	8,497	25.9%
25,343	Marketing & Sales Promotion - 30	262,310	36,620	10,019	36,235	13.8%
25,062	F & B Administration - 50	78,060	20,044	7,136	19,072	24.4%
81,770	F & B Kitchen - 52	480,510	99,352	31,446	104,096	21.7%
93,940	F & B Banquet - 54	535,620	115,405	32,381	117,767	22.0%
40	F & B Wastage - 58	-	-	10	29	%

Actual Operating Results For The Three Month Period Ended March 31, 1983	Description	Budgeted Operating Results For		Actual Operating Results For		Percentage Of Total 1984 Annual Budget Spent Or Achieved
		The Year Ended December 31, 1984	The Three Month Period Ended March 31, 1984	The Month Of March 1984	The Three Month Period Ended March 31, 1984	
\$130,557	Administration 3321 - 01 -	\$335,060	\$84,000	\$28,742	\$80,551	24.0%
\$52,916	Salaries - 01	\$209,630	\$52,264	\$18,338	\$51,764	24.7%
-	Temporary Help-Office - 02	3,000	3,000	1,001	3,350	111.7%
450	Long Term Disability Premium - 04	1,870	468	636	1,393	74.5%
3,855	Pensions - 05	15,400	3,800	1,388	3,938	25.6%
1,020	Unemployment Insurance - 07	4,380	1,050	332	957	21.8%
2,010	Medical & Hospital - 08	8,800	2,200	620	2,255	25.6%
610	Group Life Insurance - 10	2,920	700	154	460	15.8%
4,433	Telephones - 11	19,500	4,800	1,449	4,108	21.1%
1,304	Recruiting Costs - 12	-	-	-	-	-
416	Postage - 16	2,400	600	280	565	23.5%
731	Office Supplies & Stationery - 21	7,000	2,400	1,692	2,088	29.8%
155	Compensation to Client/Guest For Lost Items, Cleaning, etc. - 25	200	50	-	10	5.0%
-	Repairs & Maintenance - Office Equipment - 31	1,000	250	-	93	9.3%
50	Licences and Permits - 43	500	125	-	83	16.6%
(5)	Bank Charges - 44	100	25	(62)	2	2.0%

Actual Operating Results For The Three Month Period Ended March 31, 1983	Description	Budgeted Operating Results For			Actual Operating Results For		
		The Year Ended December 31, 1984	The Three Month Period Ended March 31, 1984	The Month Of March, 1984	The Three Month Period Ended March 31, 1984	Percentage Of Total 1984 Annual Budget Spent Or Achieved	
		\$ 300	\$ 75	\$ 14	\$ 114	38.0%	
\$ 59	Service Charges - 45						
176	Brink's Charges - Trans- portation of Money - 46	800	200	48	192	24.0%	
9	Credit Bureau Charges - 47	100	25	-	12	12.0%	
-	Provision For Collection Fees - 48	200	50	(1)	(1)	- %	
1,500	Provision For Bad Debts - 49	4,800	1,200	400	1,200	25.0%	
9,056	Consultant's Fee - 56	-	-	-	-	-	
137	Entertainment Expenses - General Manager - 61	1,560	390	67	173	11.1%	
381	Board of Directors Meetings - 63	2,240	850	109	575	25.7%	
(3)	Short (Over) - 66	-	-	-	-	-	
-	Office Equipment - 71	500	125	-	90	18.0%	
4,045	Rental - Office Equipment - 83	22,000	4,000	1,215	3,414	15.5%	
9	Travelling - 91	2,460	278	87	180	7.3%	
497	Memberships & Subscriptions - 93	2,100	950	347	876	41.7%	
-	Training Courses - 94	3,300	825	-	365	11.1%	
7,100	Audit Fees - 97	10,000	2,500	333	2,000	20.0%	
39,646	Legal Fees - 98	8,000	800	295	295	3.7%	

Actual Operating Results For The Three Month Period Ended March 31, 1983	Description	Budgeted Operating Results For		Actual Operating Results For		Percentage Of Total 1984 Annual Budget Spent Or Achieved
		The Year Ended December 31, 1984	The Three Month Period Ended March 31, 1984	The Month Of March 1984	The Three Month Period Ended March 31, 1984	
\$2,765	Information Desk - 3321 - 06 -	\$18,800	\$3,917	\$1,590	\$5,041	26.8%
\$2,016	Temporary Help - 02	\$15,430	\$3,072	\$1,204	\$3,994	25.5%
39	Pensions - 05	260	52	17	63	24.2%
85	Unemployment Insurance - 07	560	111	33	143	25.5%
463	Tobacco Supplies - 23	1,900	520	282	679	35.7%
162	Cigarette Machine Rental - 87	650	162	54	162	24.9%

Actual Operating Results For The Three Month Period Ended March 31, 1983	Description	Budgeted Operating Results For The Year Ended December 31, 1984	The Three Month Period Ended March 31, 1984	Actual Operating Results For The Month Of March 1984	The Three Month Period Ended March 31, 1984	Percentage Of Total 1984 Annual Budget Spent Or Achieved
<u>\$ 6,979</u>	Purchasing/Receiving - 3321 - 20 -	<u>\$32,870</u>	<u>\$7,807</u>	<u>\$2,899</u>	<u>\$8,497</u>	<u>25.9%</u>
\$4,874	Salaries - 01	\$20,780	\$5,176	\$1,838	\$5,276	25.4%
1,122	Temporary Help - 02	7,580	1,508	621	1,987	26.2%
50	Long Term Disability Premium - 04	190	47	67	148	77.9%
370	Pensions - 05	1,670	416	149	410	24.6%
190	Unemployment Insurance - 07	900	224	87	230	25.6%
323	Medical & Hospital - 08	1,340	334	123	368	27.5%
45	Group Life Insurance - 10	210	52	14	42	20.0%
5	Operating Supplies - 23	200	50	-	36	18.0%

Actual Operating Results For The Three Month Period Ended March 31, 1983	Description	Budgeted Operating Results For		Actual Operating Results For		Percentage Of Total 1984 Annual Budget Spent Or Achieved
		The Year Ended December 31, 1984	The Three Month Period Ended March 31, 1984	The Month Of March, 1984	The Three Month Period Ended March 31, 1984	
\$25,343	Marketing and Sales Promotion 3321 - 30 -	\$262,310	\$36,620	\$10,019	\$36,235	13.8%
\$15,010	Salaries - 01	\$ 67,070	\$16,700	\$5,792	\$17,114	25.5%
140	Long Term Disability Premium - 04	610	152	182	447	73.3%
1,080	Pensions - 05	5,100	1,270	438	1,265	24.8%
412	Unemployment Insurance - 07	1,870	466	149	435	23.3%
512	Medical and Hospital - 08	3,970	992	367	1,102	27.8%
130	Group Life Insurance - 10	660	165	46	138	20.9%
6,720	Advertising and Promotion - 12	160,130	14,800	2,891	14,584	9.1%
162	Office Supplies - 21	1,500	375	22	238	15.9%
239	Entertainment Expense - Sales Manager - 61	1,500	375	-	167	11.1%
-	Entertainment Expenses - Sales Representative - 63	500	125	(38)	74	14.8%
45	Travelling - 91	16,400	450	180	332	2.0%
600	Car Allowance - 92	-	-	-	-	-
293	Memberships and Subscriptions -93	2,000	500	-	304	15.2%
-	Training Courses - 94	1,000	250	-	45	4.5%

Actual Operating Results For The Three Month Period Ended March 31, 1983			Budgeted Operating Results For The Year Ended December 31, 1984		Actual Operating Results For The Three Month Period Ended March 31, 1984		Actual Operating Results For The Three Month Of March, 1984		Actual Operating Results For The Three Month Period Ended March 31, 1984		Percentage Of Total 1984 Annual Budget Spent Or Achieved
	Food and Beverage - Client Services - General Administration 3321 - 50 -		\$78,060		\$20,044		\$7,136		\$19,072		24.4%
\$25,062											
\$19,742	Salaries - 01		\$67,460		\$16,800		\$5,757		\$17,010		25.2%
(2,026)	Gratuity Recoveries on Salaries - 02		(13,470)		(2,591)		(470)		(2,254)		16.7%
213	Long Term Disability Premium - 04		580		144		222		485		83.6%
1,430	Pensions - 05		5,100		1,270		435		1,250		24.5%
2,500	Workmen's Compensation - 06		6,000		1,500		-		500		8.3%
450	Unemployment Insurance - 07		1,770		441		150		442		25.0%
594	Medical and Hospital - 08		2,440		610		224		530		21.7%
171	Group Life Insurance - 10		660		164		46		137		20.8%
1,824	Office Supplies and Printing - 21		5,500		1,200		772		957		17.4%
-	Entertainment Expenses - Client Services Manager - 60		630		158		-		-		%
19	Entertainment Expenses - Client Services Representative - 61		210		53		-		15		7.1%
145	Memberships and Subscriptions - 93		180		45		-		-		%
-	Training Courses - 94		1,000		250		-		-		%

Actual Operating Results For The Three Month Period Ended March 31, 1983	Description	Budgeted Operating Results For		Actual Operating Results For		Percentage Of Total 1984 Annual Budget Spent Or Achieved
		The Year Ended December 31, 1984	The Three Month Period Ended March 31, 1984	The Month Of March, 1984	The Three Month Period Ended March 31, 1984	
\$ 81,770	Food and Beverage - Kitchen 3321 - 52 -	\$480,510	\$99,352	\$31,446	\$104,096	21.7%
\$ 22,966	Salaries - 01	\$107,140	\$25,689	\$ 8,519	\$ 25,177	23.5%
(4,051)	Gratuity Recovery on Salaries - 02	(26,950)	(5,182)	(939)	(4,507)	16.7%
2,428	Temporary Help - Cooks and Kitchen Help - 03	17,360	3,344	1,229	3,398	19.6%
232	Long Term Disability Premium - 04	1,050	252	248	542	51.6%
1,740	Pensions - 05	9,320	2,237	680	2,016	21.6%
740	Unemployment Insurance - 07	4,450	1,068	279	910	20.4%
1,076	Medical and Hospital - 08	5,100	1,275	418	1,255	24.6%
4,986	Temporary Help - Stewarding - 09	38,300	7,254	1,575	7,522	19.6%
191	Group Life Insurance - 10	1,120	280	68	202	18.0%
2,928	Cleaning and Operating Supplies - 23	15,000	3,320	698	3,492	23.3%
516	Repairs and Maintenance - Kitchen Equipment - 32	7,000	1,600	1,123	2,074	29.6%
48,018	Food Cost - 64	299,520	57,690	17,548	62,015	20.7%
-	Rental - Operating Equipment - 88	100	25	-	-	- %
-	Miscellaneous Equipment (purchases less than \$750) - 89	2,000	500	-	-	- %

Actual
Operating
Results
For The
Three Month
Period Ended
March 31,
1983

Description

<u>Budgeted Operating Results For</u>	<u>The Year Ended December 31, 1984</u>	<u>The Three Month Period Ended March 31, 1984</u>	<u>The Month Of March, 1984</u>	<u>The Three Month Period Ended March 31, 1984</u>	<u>Percentage Of Total 1984 Annual Budget Spent Or Achieved</u>

\$93,940
Food and Beverage - Banquet
3321 - 54 -

\$535,620

\$115,405

\$32,381

\$117,767

22.0%

\$19,125

Salaries - 01

\$ 93,220

\$ 23,216

\$ 7,943

\$ 23,468

25.2%

(4,051)

Gratuity Recovery on
Salaries - 02

(26,950)

(5,182)

(939)

(4,507)

16.7%

4,893

Temporary Help - Cashiers - 03

24,140

7,000

2,722

8,082

33.5%

105

Long Term Disability Premium
- 04

910

227

311

636

69.9%

1,802

Pensions - 05

10,420

2,595

793

2,472

23.7%

14,791

Temporary Help - Service Staff
- 06

85,960

16,600

4,850

17,210

20.0%

1,460

Unemployment Insurance - 07

7,800

1,942

551

1,900

24.4%

540

Medical and Hospital - 08

4,540

1,130

302

1,041

22.9%

14,778

Temporary Help - Porter
Staff - 09

82,490

15,700

3,644

15,537

18.8%

168

Group Life Insurance - 10

940

234

69

207

22.0%

5,354

Operating Supplies - 23

22,000

5,400

703

5,579

25.4%

910

Meeting Room Supplies - 24

4,000

1,000

-

751

18.8%

2,977

Uniforms, Clothing and
Laundry - 27

18,000

3,500

1,524

3,711

20.6%

4,207

Linen Cleaning - 28

22,500

4,600

1,811

4,948

22.0%

Actual Operating Results For The Three Month Period Ended March 31, 1983	Description	Budgeted Operating Results For		Actual Operating Results For		Percentage Of Total 1984 Annual Budget Spent Or Achieved
		The Year Ended December 31, 1984	The Three Month Period Ended March 31, 1984	The Month Of March 1984	The Three Month Period Ended March 31, 1984	
263	Repairs to banquet and meeting room equipment - 32	2,000	500	207	255	12.8%
21,641	Beverage Costs - 65	136,150	26,104	5,297	28,278	20.8%
-	Replacement - China - 71	3,000	750	-	88	2.9%
-	Replacement - Glassware - 72	5,000	1,250	-	(2)	- %
-	Replacement - Silver - 73	1,500	375	-	-	- %
-	Replacement - Linen (Felt and Skirting) - 74	4,000	1,000	-	(20)	(0.5)%
4,977	Rental - Operating Equipment - 88	32,000	6,964	2,309	7,849	24.5%
-	Miscellaneous Equipment Purchases (Less than \$750) - 89	2,000	500	284	284	14.2%

Actual Operating Results For The Three Month Period Ended March 31, 1983	Budgeted Operating Results For		Actual Operating Results For		Percentage Of Total 1984 Annual Budget Spent Or Achieved
	Description	The Year Ended December 31, 1984	The Three Month Period Ended March 31, 1984	The Month Of March, 1984	
<u>\$ 40</u>	Food and Beverage - Wastage 3321 - 58	<u>\$ -</u>	<u>\$ -</u>	<u>\$10</u>	<u>- %</u>
\$ 40	Liquor - Wastage/Breakage - 65	\$ -	\$ -	\$10	- %
-	Liquor, Beer, Etc. - Theft - 66	-	-	-	- %

HAMILTON CONVENTION CENTRE

PART-TIME LABOUR UTILIZATION
REPORT FOR THE THREE MONTH PERIOD

ENDED MARCH 31, 1984

Part-Time Staff	Actual Amount (including 4% Vacation pay accrued) Net Of Recoveries	%	Budget Based On Actual Revenues Achieved Amount (including 4% Vacation pay accrued) Net of Recoveries	%	Over (Under) Budget
Cashiers	\$ 4,045	1.6%	\$ 3,023	1.2%	\$1,022
Cooks & Kitchen	3,398	2.0%	3,340	2.0%	58
Stewarding	7,522	3.0%	7,557	3.0%	(35)
Service	16,634	6.6%	17,128	6.8%	(494)
Porter	15,519	4.7%	16,409	5.0%	(890)
Information Desk	3,994	1.2%	3,229	.984%	765
Maintenance Help	-	-	755	.23%	(755)
Storeman	1,987	0.61%	1,585	.483%	402
	\$53,099		\$53,026		73

- (1) As a % of total food and beverage revenue
- (2) As a % of total food revenue
- (3) As a % of total food, beverage and rental revenue.

COMMENT: For the month of March, 1984, the Centre was under budget in respect of part-time labour costs to the extent of \$2,137.

HAMILTON CONVENTION CENTRE

ANALYSIS OF FOOD AND BEVERAGE COSTS FOR

THE THREE MONTH PERIOD ENDED MARCH 31, 1984

<u>Item</u>	<u>Actual</u>	<u>%</u>	<u>Amount</u>	<u>Budget</u>	<u>%</u>	<u>Over (Under)</u>
	<u>Amount</u>			<u>Amount</u>		<u>Budget</u>
Food Costs	\$62,015	37.1%		\$57,608	34.5%	\$4,407
Beverage Costs	<u>28,307</u>	33.3%		<u>29,717</u>	35.0%	<u>(1,410)</u>
	\$90,322			\$87,325		\$2,997
	=====			=====		=====

COMMENTS BY THE DIRECTOR OF FINANCE:

The Centre's food and beverage cost percentages for the month of March, 1984, were favourable at 33.4% and 29.7%, respectively.

HAMILTON CONVENTION CENTRE

A COMPARISON OF INVENTORIES

AT MARCH 31, 1984

WITH THAT AT

FEBRUARY 29, 1984,

MARCH 31, 1983

AND DECEMBER 31, 1983

Type of Inventory	March 31, 1984	February 29, 1984	March 31, 1983	December 31, 1983
Liquor/Wine/Beer	\$27,188.24	\$26,512.93	\$ 32,127.88	\$ 23,404.26
Food	17,528.30	19,253.37	23,250.66	18,349.39
Tobacco	439.71	721.56	459.29	459.01
Dry Goods	12,090.05	11,078.19	10,933.32	11,062.60
Pop Cannisters	5,167.00	5,434.00	4,538.00	4,644.00
	\$62,413.30	\$63,000.05	\$ 71,309.15	\$ 57,919.26

HAMILTON CONVENTION CENTRE
AGING OF ACCOUNTS RECEIVABLE

AS AT MARCH 31, 1984

Total Accounts Receivable	30 Days Or Less	31 To 60 Days	61 To 90 Days	Over 90 Days
\$ 42,050	\$ 32,767 (1)	\$ 8,012 (2)	\$ 120 (3)	\$ 1,151
100%	77.9%	19.1%	.3%	2.7%

- (1) As at April 25, 1984 subsequent payments of \$27,780.08 have been received.
- (2) As at April 25, 1984 subsequent payments of \$7,934.84 have been received.
- (3) As at April 25, 1984 subsequent payments in full have been received.

COMMENT:

The above receivable total of \$42,050 was arrived at by reducing the general ledger receivable balance of \$85,917 for those payments received in March which had not been processed by City Treasury.



HAMILTON CONVENTION CENTRE

REPORT TO OPERATIONS AND THE AUDIT/FINANCE COMMITTEE

RESPECTING

1983 CAPITAL REQUESTS

Attached is a request for a capital purchase as follows:

Refrigeration Unit \$ 2,150

Also attached is a request for funds for
modifications to correct the intake/exhaust
air circulation 8,800

TOTAL CAPITAL REQUESTS: \$ 10,950

All figures include tax and approximately 10% (rounded)
has been added in accordance with the committee guidelines.

It is therefore recommended that the above request be
approved.

William J. Penfold
General Manager

WJP:gh
Attach.

MEMO TO: William Penfold

FROM: Stephen Dockman

DATE: April 6, 1984

RE: Refrigeration Unit

As you are aware, we are currently experiencing high food costs which can be related to escalating food prices as well as an increase in food consumption by staff.

This increase may be attributed to the accessibility of the main refrigerators. Although the refrigerators are secured when kitchen staff are not present, the banquet staff need access to the refrigerators for creamers, sandwich trays, etc. for functions as well as for the return of items at the conclusion of a function.

To avoid the necessity of entering the main refrigerators when the kitchen staff are not present to control the access, a "holding refrigerator" is required. This unit can also be used for staff to leave their lunch in during the day.

Prices have been received from the following:

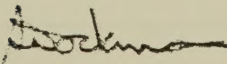
Ideal Food Service Equipment	
Cornelius # DC 48 S 48 cu. ft.	
with glass sliding doors	\$ 1825.00

Hamilton Store Fixtures	
Curtis Sliding Glass Door	
Cooler 49 cu. ft.	1843.00

Cassidys	
48 cu. ft. with two glass doors	2352.99

The above prices are subject to 7% Provincial Sales Tax.

For the additional cost involved, I recommend the purchase of the Curtis Model from Hamilton Store Fixtures in accordance with their quotation for the total cost of \$1972.01. This unit will provide an additional cubic foot of space. As well, Hamilton Store Fixtures is a Hamilton based company.


Stephen H. Dockman
Director of Operations

SD:gh

cc.: John Leuser

SALES ORDER FORM



Canada's foremost
knowhow organization.

459 College St.
Toronto, Ontario M6G 1A3
Telephone (416) 920-1411

Complete equipment
and supplies for restaurants
hotels and institutions
Planning Designing Fabrication
Food Service Consultants
Contract Interiors

QUOTATION

SOLD TO (PURCHASER) HAMILTON CONVENTION CENTRE DATE MAR 20/84
ADDRESS 115 KING ST. W. TERMS N/30
CITY HAMILTON PROVINCE ONT POSTAL CODE L8P 4T9 CUST. ORDER NO. -
SHIP TO ABOVE PROV. SALES TAX LIC. -
DELIVERY REQUIRED T.B.A. VIA PREPAID SALESMAN H. TODING

ORDERED	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
1	EA	REACH-IN COOLER - CORNELIUS # DC48S 53" X 31" X 78" H. W/ GLASS SLIDING DOORS & IN PLANT WARRANTY ONLY. 1 YEAR ON COMPLETE UNIT 5 YEAR ON MOTOR COMPRESSOR.		1,825 ⁰⁰
THIS QUOTE IS VALID FOR 30 DAYS F.S.T. INCL/ P.S.T. EXTRA. F.O.B. CONVENTION CENTRE DELIVERY - 1 TO 2 WEEKS.				
				SUB TOTAL 1825 ⁰⁰
				PROVINCIAL TAX 127 ⁷⁵
				TOTAL 1952 ⁷⁵

OWNERSHIP OF THE ABOVE GOODS SHALL REMAIN IN THE
VENDOR UNTIL PAYMENT IN FULL OF THE PURCHASE PRICE

OF 2766

ABOVE TERMS ACCEPTED

PURCHASER _____

PER _____

DATE _____
Accepted
IDEAL FOOD SERVICE EQUIPMENT

PER _____

OFFICE COPY

EVERYTHING FOR THE
STORE, RESTAURANT
AND CAFETERIA

RESTAURANT SUPPLIES

All-purpose Dispensers
Aluminumware
Booths
China (English and
Canadian)
Cleavers
Coffee Dispensers
Coffee Urns
Cream Dispensers
Deep Fat Fryers
(Gas and Electric)
Dish Washers
Enamelware
Exhaust Fans
Formica Tables
Fruit Juicers
Glassware
Grills (Gas and Electric)
Hamilton Beach Mixers
Lunch Counters
Meat Blocks
Meat Grinders
Meat Slicers
Napkin Dispensers
Pedestal Fans
Potato Peelers
Silverware
Sinks
Soda Fountains
Soda Fountain Cocks
Soda Fountain Glassware
Squeeze Pails
Steam Tables
Steam Table Inserts
Steels
Stock Pots and Pans
Stool and Table Bases
Stoves (Gas and Electric)
Straw Dispensers
Sugar Dispensers
Tea Pots
Toasters (Gas and
Electric)

REFRIGERATION

"GILSON"

COMMERCIAL
REFRIGERATION

Walk In Refrigeration
Reach In Refrigeration
Electric Pop Coolers
Electric Ice Cream
Cabinets
Home Freezers

MISCELLANEOUS

Brackets and Standards
Brooms
Cash Registers
Chrome Chairs
Chrome Coat Hangers
Chrome Dress Racks
Chrome Fixtures
Cigarette Display Cases
Coffee Makers and Parts
Cory and Silex
Light Fixtures
Millinery Stands
Mirrors for Every
Occasion
Mop Heads
Mop Sticks
Scales
Show Cases
Stainless Steel Equipment
Wall Cases

WE INVITE
YOUR QUERY
IMMEDIATE REPLY

CANADA'S LEADING SUPPLY HOUSE

MAR 23 1984

Hamilton Store Fixtures Ltd.

STREET WEST • TELEPHONE 528-4289 • HAMILTON, ONTARIO L8P 1A5

Serving—Butchers, Packers, Camps, Church Kitchens, Clubs, Cocktail Bars, Hospitals,
Hotels, Institutions, Restaurants and Schools.

March 22, 1984

Hamilton Convention Centre
115 King Street West
Hamilton, Ontario
L8P 4T9

Attention: Ms. Arlene Holman

Dear Ms. Holman

We take pleasure in submitting our quotation on
the following

1 Only Curtis Sliding Glass Door
Cooler, top mount, 49 cu. ft. \$ 1843.00

Continued.../2

We Carry a Full Line of New and Used Store and Restaurant Equipment

WILLSON STORE FIXTURES LTD.

116 WEST 42ND STREET - NEW YORK 36, N.Y.

TELEPHONE: MU 2-1111

WILLSON STORE FIXTURES LTD. IS A WHOLESALE BUSINESS CONCERN. IT IS NOT A RETAIL BUSINESS. IT DOES NOT SELL TO INDIVIDUALS. IT SELL TO BUSINESS CONCERNS ONLY.

March 12, 1964

Hamilton Commission Company

116 West 42nd Street

New York 36, N.Y.

Dear Sirs:

Reference is made to your letter of March 11, 1964.

Very truly yours,

The Sales Department is authorized to accept your order for the following:

Only Cash or Cash Equivalent Accepted

Amount: \$10,000.00

WILLSON STORE FIXTURES LTD.

WILLSON STORE FIXTURES LTD. IS A WHOLESALE BUSINESS CONCERN. IT IS NOT A RETAIL BUSINESS. IT DOES NOT SELL TO INDIVIDUALS. IT SELL TO BUSINESS CONCERNS ONLY.

TO: HAMILTON COMMISSION COMPANY
116 WEST 42ND STREET
NEW YORK 36, N.Y.
FROM: WILLSON STORE FIXTURES LTD.
DATE: MARCH 12, 1964
SUBJECT: ORDER FOR \$10,000.00
RE: YOUR LETTER OF MARCH 11, 1964
WE HAVE THE HONOR TO ACKNOWLEDGE YOUR ORDER FOR THE FOLLOWING:
1. 10000.00
TOTAL \$10,000.00
ONLY CASH OR CASH EQUIVALENT ACCEPTED
AMOUNT: \$10,000.00
WILLSON STORE FIXTURES LTD.
116 WEST 42ND STREET
NEW YORK 36, N.Y.
TELEPHONE: MU 2-1111

Hamilton Convention
Centre
MS. ARLENE HOLMAN
Page Two
March 22, 1984

1	Only Curtis Sliding Glass Door Cooler, under mount, 42 cu. ft.	\$ 1780.00
---	--	------------

1	Only J.R. Cake Cover, 14"	21.25
---	---------------------------	-------

The herein quoted prices are subject to Provincial Sales Tax,
if applicable.

The herein quoted prices are DELIVERED TO YOUR PREMISES, BUT
DO NOT INCLUDE THE HOOKING UP OF THE SAID EQUIPMENT, WHEREVER
APPLICABLE.

The herein quoted prices will remain firm for a period of
thirty (30) days from date of this quotation.

Thanking you for this opportunity of quoting and if we can be
of further service, please do not hesitate in contacting us.

Yours truly

HAMILTON STORE FIXTURES LTD.

James Harlow
per Jacque Smyth
James Harlow

js

MEMO TO: William Penfold *10/6/4*

FROM: Stephen Dockman

DATE: April 6, 1984

RE: Correction of Intake/Exhaust Air Circulation

The details of the current problem of air circulation and the work involved to correct the problem is outlined in the attached report from the City Architects Office.

Attached for reference is a secondary report regarding the exhaust louvres which outline the problems that would be encountered by turning the louvres upwards. The report further outlines the effectiveness of the proposed modification.

Quotations have been received from the following:

Riddell Sheet Metal & Roofing Limited	\$ 9330.00 + 9% F.S.T. + 7% P.S.T.
---------------------------------------	---------------------------------------

Alco Sheet Metal	8033.56 All taxes included
------------------	----------------------------

A preliminary budget figure of \$21,000.00 was received by Buss Roofing as indicated on the attached correspondence from the City Architect.

It should be noted that the original quotations were based on seven scoops. However, it became apparent that nine scoops would be required which necessitated revised quotations.

I recommend that we accept the quotation from Alco Sheet Metal and proceed with the modification as outlined in the report from the City Architects Office.

Stephen H. Dockman
Stephen H. Dockman
Director of Operations

SD:gh
Attach.

cc.: John Leuser

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MEMORANDUM • CITY OF HAMILTON

TO : Mr. Steve Dockman,
Director of Operations,
Hamilton Convention Centre

FROM : Fred W. Eckenrath,
City Architect's Department

SUBJECT : Convention Centre - Intake/Exhaust
Air Circulation Alterations

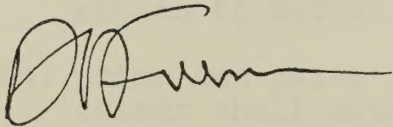
YOUR FILE:

OUR FILE : 120-0020.6*

DATE : 1984 April 5

In response to your inquiry regarding the exhaust louvres and our proposed modifications, please be aware of the following.

- (i) The current orientation of the louvres affords protection against "Rain, Snow, etc." penetration. Turning the louvres upwards would allow water to penetrate the louvre face causing extensive deterioration, i.e. rusting to the interior sheet metal plenum.
- (ii) Our proposed modification channels the exhausted air mass into an extension which allows greater exhaust velocity than the evident design. In addition, the scoop arrangement separates the exhaust from the intake much more efficiently. Our proposed alteration is used on other buildings which experienced similar problems and have been proven to be quite effective.



FWB:ph
G57

MEMORANDUM FOR THE DIRECTOR

TO : THE DIRECTOR
FROM : [Name]
SUBJECT: [Subject]
DATE: [Date]
RE: [Reference]

1. The purpose of this memorandum is to inform you of the results of the investigation conducted by the [Department] on [Date].

2. The investigation was conducted in accordance with the instructions of the [Department] and the results are as follows:

3. The investigation revealed that [Details of findings].

[Signature]

[Initials]

ALCO SHEET METAL

401 Cannon St. East — Hamilton, Ontario

DIV. POTVIN SHEET METAL LTD.

Phone 528-0769

City Architect's Dept.
Hamilton, Ontario.

March 20, 1984

Attention: Fred W. Eckenrath

Reference: Intake/Exhaust Air Circulation Convention Centre

Quote

- (a) fabricate and install 18 gauge galv. extension from outlet of exhaust duct approx. 30" to birdscreen.
- (b) fabricate and install 20 gauge galv. scoop to direct exhaust upward. Scoop to be slotted in bottom to drain any accumulated moisture.
- (c) supply and install galv. eavetrough with down pipe & attach to bottom of scoop.
- (d) prime and paint scoops, eavetroughs and downpipes, colour shall match existing louvres.

Price	Fed. sales Tax Included	\$5,840.00
-------	-------------------------	------------

	Prov. Sales Tax	\$403.80
--	-----------------	----------

For additional 2 units	Fed. Sales Tax Included	\$1,668.00
------------------------	-------------------------	------------

	Prov. Sales Tax	\$116.76
--	-----------------	----------

Total Price

\$8,033.56

Very Truly Yours,
Alco Sheet Metal

Alphonse Patti
President.

ALCOHOLIC METAL

ALCOHOLIC METAL
THE ALCOHOLIC METAL
ALCOHOLIC METAL

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Riddell Sheet Metal & Roofing Limited

389 KENORA AVENUE

HAMILTON, ONTARIO, L8E 2W3

CONTRACTORS AND MANUFACTURERS

March 23, 1984

Quote #44066

Hamilton City Hall
City Architects Office
71 Main St. West
HAMILTON, Ontario
L8N 3T4

ATTN: MR. FRED ECKENRATH

Gentlemen:

RE: CONVENTION CENTRE - INTAKE/EXHAUST
AIR CIRCULATION ALTERATIONS

Our previous quote of \$8,300.00, (Eight Thousand, Three Hundred Dollars), federal and provincial taxes extra (letter dated March 12, 1984) included for altering 8 ducts. If you wish to have 9 ducts altered, the price will be \$9,330.00, (Nine Thousand, Three Hundred and Thirty Dollars), federal and provincial taxes extra.

We trust this will be satisfactory.

Yours truly,

RIDDELL SHEET METAL & ROOFING LTD.

Per.....
Blair Holmes, Estimator

BH/ia

ROOFING
ASPHALT ROOFS, GRAVEL ROOFS
SLATE ROOFS, TILE ROOFS
CORRUGATED IRON
SKYLIGHTS, VENTILATORS, FLASHINGS
ASPHALT SHINGLES
PITCH & GRAVEL

MEMBER OF:
HAMILTON CONSTRUCTION ASSOCIATION
ONTARIO INDUSTRIAL ROOFING CONTRACTORS ASSOCIATION
CANADIAN ROOFING CONTRACTORS ASSOCIATION
HAMILTON AND DISTRICT SHEET METAL CONTRACTORS INC.

SHEET METAL WORK
DUST COLLECTING & VENTILATING
SYSTEMS, STACKS, STAIR TREADS
CUSTOM SHEARING & PRESS FORMING
IN FERROUS AND NON FERROUS METALS
SPECIAL OVENS & METAL WORKING
IN ALL TYPES OF MATERIAL

KITCHEN & HOSPITAL
EQUIPMENT
STEEL
STAINLESS STEEL
TABLES, SINKS

Hidden Boat Club & Boating Limited

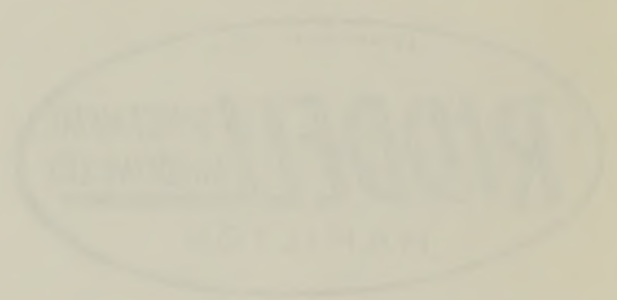
MANAGERIAL BUILDING, 100-102

ST. JAMES STREET

CONTRACTORS AND MANUFACTURERS

1911

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Refer to: F.W. Eckenrath

File No.: 120-0020.6*

Tel. No.: 526-4608

THE CORPORATION OF THE CITY OF HAMILTON

OFFICE OF
CITY ARCHITECT
HAMILTON, ONTARIO

1984 March 21

Hamilton Convention Centre.

Att: Mr. Stephen Dockman,
Director of Operations

Re: Intake/Exhaust Air Circulation

Dear Sir:

Attached please find quotations from Riddell and Alco Sheet Metal. Their price is far more reasonable than the \$21,000.00 budget figure given to us by Buss Roofing.

Alco has done the same work on the "Equity Trust Building", he also is -- the lowest Bidder, \$5,840.00 for the work required and described in the small specifications. I send the quotes to your attention so that you can make arrangements with the Purchasing Department as you control the account 0333-0933 for Repairs and Maintenance, of the Convention Centre.

If there is any further assistance required, please do not hesitate to contact us.

Yours very truly,

David C. Freeman,
City Architect and
Co-ordinator, Lloyd D. Jackson Square

ENC ph
Encl.



The Commissioner of the State of New York

Office of the Commissioner
Albany, New York

June 10, 1900

Mr. J. B. Thompson, New York

Dear Sir:

I have the honor to acknowledge the receipt of your letter of the 6th inst.

relative to the proposed amendment to the Constitution.

The proposed amendment is being considered by the Committee on the Constitution, and it is expected that a report will be made to the Legislature at its next session. It is also expected that the amendment will be passed by the Legislature.

I am, Sir, very respectfully,
Your obedient servant,
J. B. Thompson

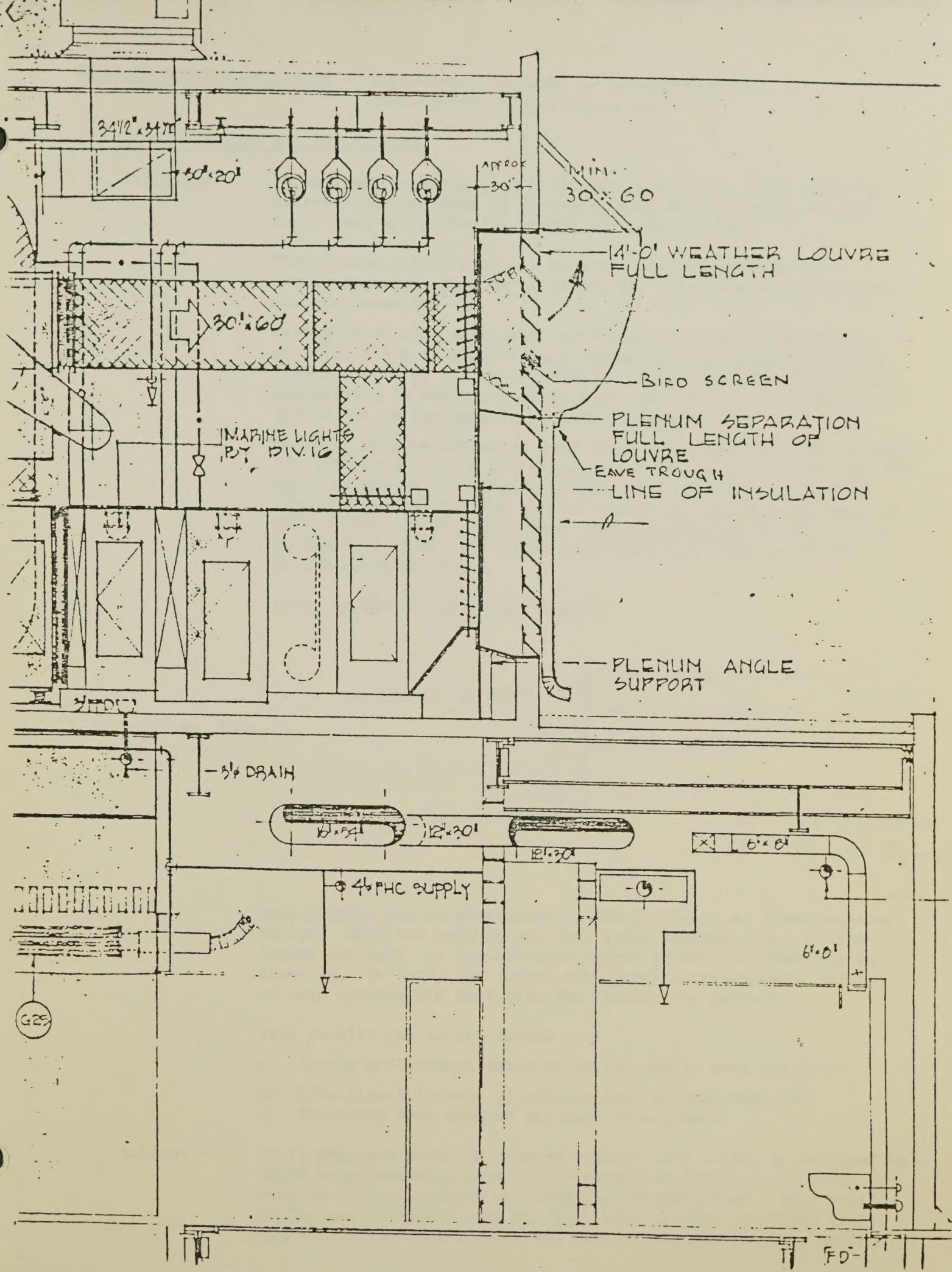
Very truly yours,
J. B. Thompson

J. B. Thompson

Commissioner of the State of New York

Albany, New York

Enclosure





HAMILTON CONVENTION CENTRE - Improvement Projects to be considered for
1983 Capital Budget Financing

Intake/Exhaust Air Circulation

Overview:

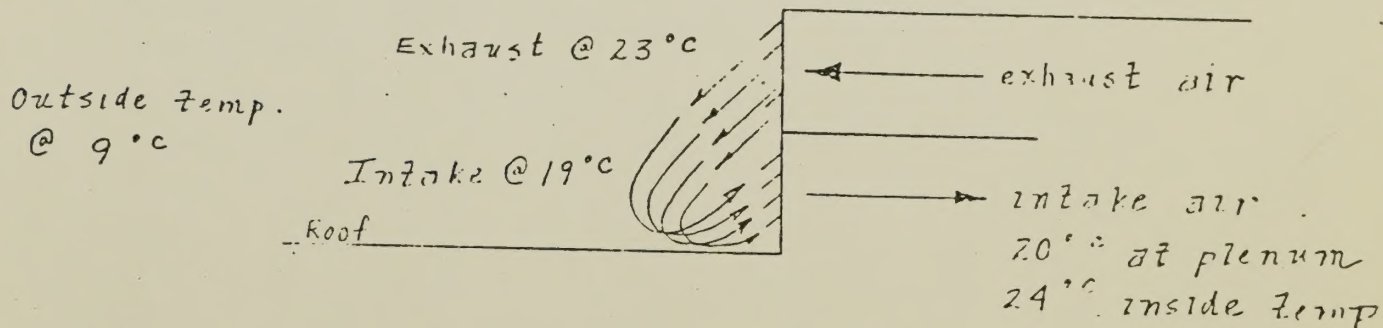
It has been reported by Central Utilities Plant staff that the current configuration of intake/exhaust ducts located at roof level does not allow for proper air circulation.

The problem arises when the outside temperature is of low enough degree to provide "free cooling" by circulating exterior air, for example:-

With outside air temperature of 9°C and inside air temperature of 24°C , there is a sufficient temperature differential so that interior cooling can be achieved by exhausting warm interior air and drawing in and circulating cool exterior air. The Chillers should not be required to provide cooling.

However, problem occurs at roof level exhaust/intake with interior air exhausted at 23°C and exterior air intake at 19°C and not 9°C which is the actual outside temperature. By the time exterior air is drawn through the intake, supply air has a temperature of 20°C at the plenum. When heat from lighting and persons in the building is added, the interior temperature rises to $24-26^{\circ}\text{C}$ in person occupied areas.

Refer to sketch for clarification.



This problem can be attributed to short cycling at intake/exhaust outlet. With the exhaust air duct being located on top of the intake air duct, an insufficient amount of outside fresh air is drawn in. In fact, the intake duct draws a considerable volume of warm exhaust air back into the circulation pattern.

This problem can be attributed to:-

- intake and exhaust ducts being located in same vicinity.
- directional louvres of exhaust duct pointed down and directing warm exhaust air back onto intake.

Action: -

It is proposed that the present exhaust duct outlet be extended by sheet metal modifications. This extension would also "curve" upward to deflect exhaust air away from intake inlet. This modification was discussed with Mr. Bill Carr, P.Eng., of Group Eight Engineering who has recommended similar changes at other buildings.

RESEARCH REPORT

1954-1955

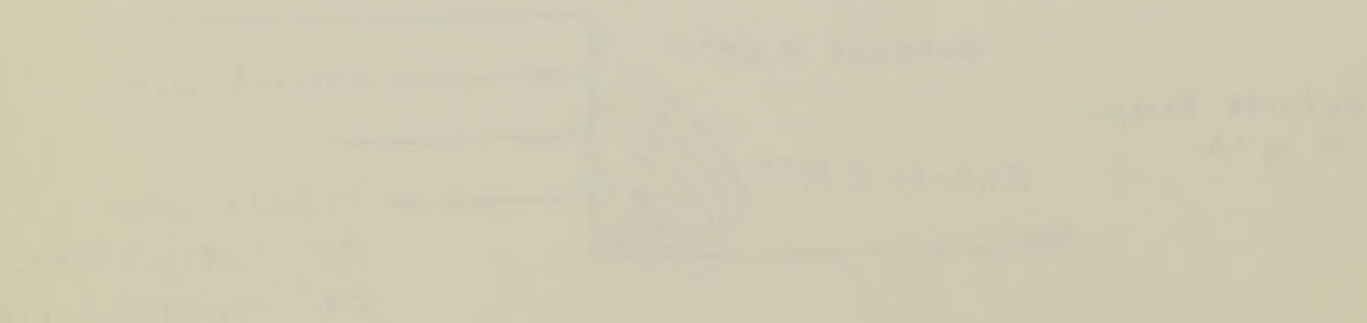
The following report was prepared by the members of the research group during the year 1954-1955. It contains a summary of the work done during the year and a list of the publications resulting therefrom.

The research was carried out in the Department of Chemistry, University of Chicago, under the direction of Professor [Name]. The members of the research group were [Names].

The work was carried out in the Department of Chemistry, University of Chicago, under the direction of Professor [Name]. The members of the research group were [Names].

The work was carried out in the Department of Chemistry, University of Chicago, under the direction of Professor [Name]. The members of the research group were [Names].

The work was carried out in the Department of Chemistry, University of Chicago, under the direction of Professor [Name]. The members of the research group were [Names].



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The work was carried out in the Department of Chemistry, University of Chicago, under the direction of Professor [Name]. The members of the research group were [Names].

Work to
be done: -

- a) fabricate & install 18 gauge galv. extension from outlet of exhaust duct approx. 30" to birdscreen.
- b) fabricate & install 20 gauge galv. scoop to direct exhaust upward. Scoop to be slotted in bottom to drain any accumulated moisture.
- c) supply & install galv. eavetrough with down pipe & attach to bottom of scoop.
- d) prime and paint scoops, eavetroughs and downpipes, colour shall match existing louvres.

1. The first part of the report deals with the general situation of the country and the progress of the work during the year.
2. The second part of the report deals with the results of the work done during the year.
3. The third part of the report deals with the financial statement of the year.
4. The fourth part of the report deals with the general remarks of the committee.



HAMILTON CONVENTION CENTRE

BOARD OF DIRECTORS

MAY 28, 1984

A G E N D A

Albion "C"
7:30 P.M.

1. Chairman's Remarks
2. Review of Minutes: - April 30, 1984:
 - (a) Errors/Omissions
 - (b) Motion for Approval
3. Business Arising From the Minutes:
4. New Business:
 - (a) General Manager's Report
 - (b) Operations Committee Report
 - (c) Audit/Finance Matters:
 - (i) Unaudited Financial Results for
the Four Month Period Ended April 30, 1984
5. Other Business:
6. Confirmation of Date of Next Meeting:

Monday, June 25, 1984
7:30 P.M.
7. Adjournment

URB/Mun
Bulletin
Board
CA4 ON HBL V88
A31
1984

500 0
1984

pb:



REFERENCE:

7:30 p.m.
Albion "C"
April 30, 1984

FOR ACTION BY:

The Board of Directors of the Hamilton Convention Centre met.

Present: Mr. David Braley, Chairman
Mr. Bill B. Stetson, First Vice-Chairman
Alderman James A. Bethune, Second Vice-Chairman
Ms. Jennifer Street
Alderman Henry Merling
Mr. Keith L. Clark
Mr. Terry E. Yates

Absent: Alderman Brian Hinkley
Mr. Morris Waxman.

Also Present: Mr. Stephen Dockman, Director of Operations
Mr. John Leuser, Director of Finance
Mrs. Bonnie Cook, Secretary.

In attendance in the audience was a delegation of concerned citizens as well as Alderman Mary Kiss.

Chairman's
Welcome

1. The Chairman called the meeting to order. As everyone had been properly notified, the meeting was regularly constituted for business. Mr. Braley welcomed everyone to the meeting, and advised that Alderman Hinkley would not be in attendance as he had other matters to attend to, and that Mr. Waxman was still ill, and would not be present.

Review of
Minutes

2. Review of Minutes

(a) March 26, 1984

On the motion of Ms. Jennifer Street, seconded by Mr. Terry Yates, the minutes of the meeting of March 26th, 1984 were approved as circulated. It was noted that Mr. Bill Stetson did not vote on the adoption of these minutes as he was not present at the March 26th meeting.

It was also noted that the item in the last paragraph of the minutes, relating to the facility contract being amended to entitle the General Manager to review all advertising materials for events to be held in the Centre, should be added to the list of matters requiring follow-up.

Secretary

(b) April 24, 1984

On the motion of Mr. Bill Stetson, seconded by Mr. Keith Clark, the minutes of the meeting of April 24th, 1984 were approved as circulated. Alderman Merling abstained from voting on the adoption of these minutes as he was not present at the April 24th meeting.

Alderman Merling went on record as being totally opposed to the Board's decision with respect to the appeal of the Pilato Judgment.

3. Business Arising from the Minutes

The Board was in receipt of a copy of a memorandum from the Secretary of the Parks and Recreation Committee with regard to the Board to be appointed to administer the affairs of Hamilton Place, the Convention Centre, and the Trade Centre/Arena. City Council, in adopting Section 1 of the Sixth Report of the Parks and Recreation Committee on Tuesday, April 10th, 1984, was requesting, among other things, that one citizen member of the Centre's current Board be appointed to serve on the Board of administration for a three-year term, and one citizen for a two-year term.

On the motion of Alderman James Bethune, seconded by Mr. Bill Stetson, the Board approved that the two citizen members of the Hamilton Convention Centre Board who served on the Trade Centre/Arena Advisory Committee be appointed to serve on the Board of Administration of the Hamilton Convention Centre, Hamilton Place, and the Trade Centre/Arena, (referring to Messrs. Braley and Yates), and that Mr. Braley serve for a three-year term, and Mr. Yates for a two-year term. This motion was carried on a vote of four to one with Alderman Merling recorded as being opposed. Two members of the Board abstained from voting.

4(a) General Manager's Report

Mr. Dockman presented the General Manager's Report to the Board in the absence of Mr. Penfold. The Board discussed, in particular the sections of the report dealing with Sales and Advertising, and the Trade Centre/Arena.

With regard to advertising, the Board was advised that management formulates and puts advertising materials in place. The Board directed that management ensure that all advertising material is forwarded to the Operations Committee in order that the Committee may approve the material for its appropriateness and cost effectiveness before final publication.

Respecting the Trade Centre/Arena, Mr. Penfold had reported to the Board that a Director of Marketing would be hired to handle marketing for the Trade Centre/Arena, the Convention Centre, and Hamilton Place. The members of the Trade Centre/Arena Advisory Committee reported that no firm decision to proceed with the hiring of a Director of Marketing has been made at this time.

The Board received the General Manager's Report dated April 16th, 1984, for information. A copy of his report with amendments noted is attached hereto.

Members to
Serve on
Board of
Arena,
HCC, &
Hamilton
Place

General
Manager's
Report

General
Manager

Operations
Committee4(b) Operations Committee - Report

Mr. Keith Clark presented the Report of the Operations Committee to the Board. A copy of the report (as amended) is attached.

Marketing
Sub-
CommitteeItem 1 - Marketing Sub-Committee

The Board received the Report of the Committee respecting the establishment of a Marketing Sub-Committee for information.

Air Intake/
Exhaust
SystemItem 2 - Air Intake Exhaust System Problems and Other Building Concerns

The Board received the Committee's report on this matter for information. It was noted that a further report on problems the facility is experiencing due to design deficiencies will be forthcoming to the Operations Committee and subsequently to the Board, from the Director of Operations.

Director of
Operations/
Ops. Committee

Official
Customs
Broker
AgreementItem 3 - Official Customs Broker Agreement

The Committee advised the Board that the Official Customs Broker Agreement would come forward as soon as it has been finalized by the City's Legal Department.

General
Manager

Staff
SalariesItem 4 - Staff Salaries

The Board discussed the matter of staff salary step increases at length. It was pointed out that reference is made to the Director of Personnel, Mr. A. F. Gillespie, having authority to grant pay step increases for the Centre's staff. This reference is incorrect, and it is the Board of Directors who have that authority. Therefore, the Board requested that the Report of the Operations Committee be amended by deleting Paragraph 1 on Page 2, which contained the incorrect reference.

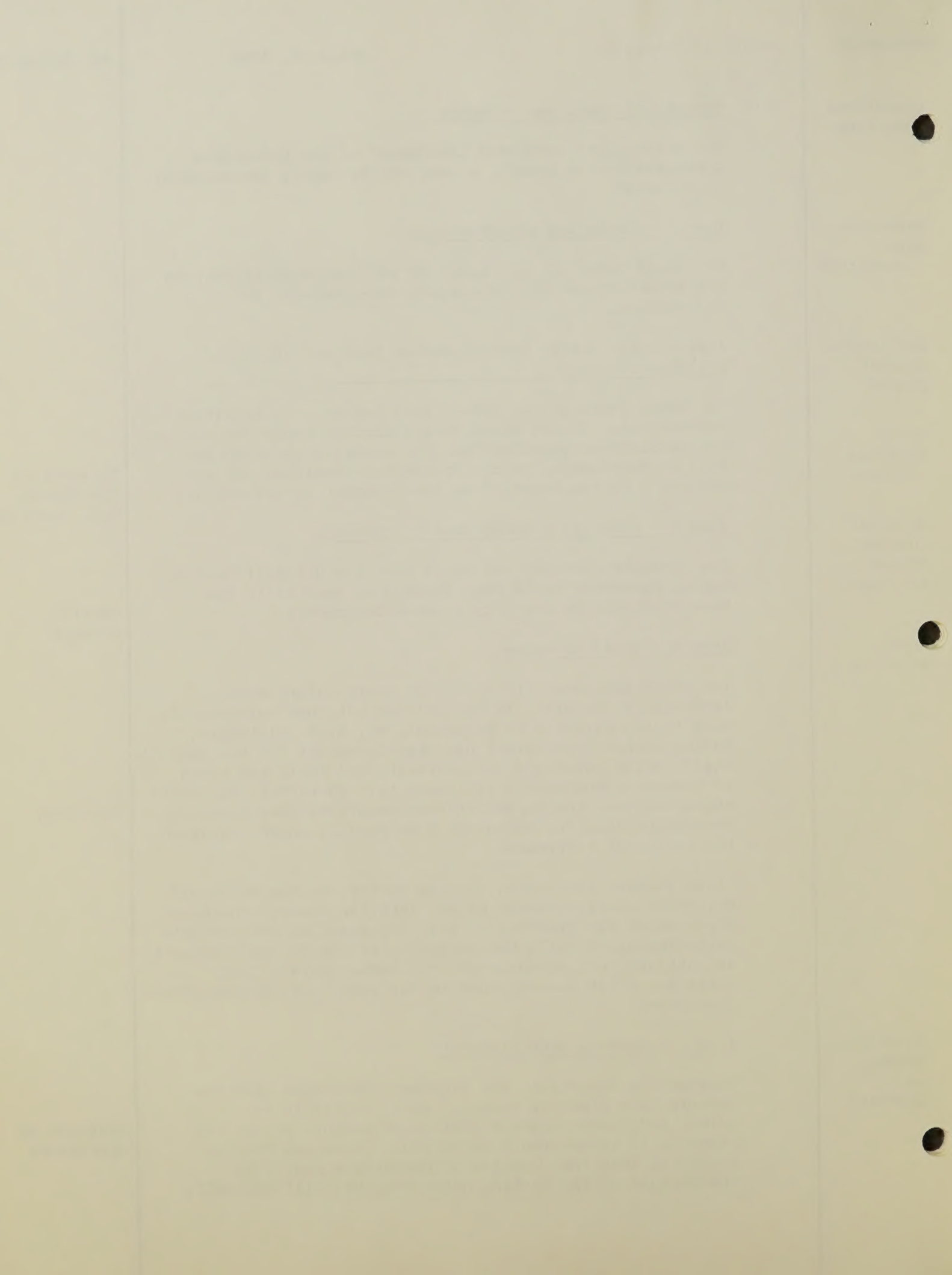
Secretary

After further discussion on the matter, on the motion of Mr. Keith Clark, seconded by Ms. Jennifer Street, the Board approved of the granting of step increases to the Centre's full-time staff (with the exception of the General Manager), as outlined in a Schedule of 1984 Annual Salary Step Increases which was attached to the Report of the Operations Committee.

Item 5 -
Summers
Lane
ElevatorItem 5 - Summers Lane Elevator

Whereas the Board felt the problems associated with the Summers Lane Elevator were, in fact, difficult to solve, additional signage indicating whether or not the elevator is in use would be helpful. Alderman Merling suggested that the Director of Operations meet with the Manager of the Parking Authority, Mr. Bill Cottrell,

Director of
Operations



who may be able to assist in solving the problem, or at least making optimum use of the elevator. The Board received the report of the Committee on this item for information.

Frozen
Pipes at
Summers
Lane
Vestibule

Item 6 - Frozen Pipes at the Summers Lane Vestibule

On the motion of Mr. Keith Clark, seconded by Mr. Terry Yates, the Board approved of the purchase of the capital items outlined later in these minutes under the Report of the Audit/Finance Committee.

Item 8 - Marketing/Sales Department - March Overview

The Board received the report of the Committee on the March Overview of the Marketing/Sales Department for information.

Audit/
Finance
Committee

4(c) Audit/Finance Committee - Report

Item 1 - Presentation of the Unaudited Financial Statements for the Three-Month Period Ended March 31, 1984

Financial
Statement
for March

On the motion of Mr. Terry Yates, seconded by Alderman James Bethune, the Board approved the unaudited financial statements for the three-month period ended March 31st, 1984, and directed that a copy be forwarded to the City Treasurer.

Director of
Finance

Staff
Salaries

Item 2 - Staff Salaries

This item was dealt with under the Operations Committee Report.

Request
for Capital
Purchases

Item 3 - Request for Capital Purchases

On the motion of Mr. Terry Yates, seconded by Alderman James Bethune, the Board approved that the following capital purchases be financed from the Centre's 1983 capital account:

Refrigeration Unit	\$ 2,150
Modification to the Air Intake/Exhaust System to Correct Circulation	<u>8,800</u>
TOTAL:	<u>\$10,950</u>

The above total includes all applicable sales taxes and 10% to allow for price fluctuations at the time of ordering.

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Accounting
Services
for the
Trade
Centre/
Arena

Item 4 - Accounting Services for the Trade Centre/Arena

The Committee advised the Board that the Centre's Director of Finance would be providing financial services to the Trade Centre/Arena for the interim period until a management structure is in place. The Board received the Committee report on this matter for information.

Confirmation
of Legal
Fees -
Pilato
Judgement
Appeal

Confirmation of Legal Fees - Pilato Judgement Appeal

Mr. Yates advised the Board that the Audit/Finance Committee has directed that the Chairman of the Board correspond with Mr. Rodger Inglis, Q.C. in order to seek confirmation of the amount of legal fees involved for both Messrs. Inglis and Laidlaw with respect to the appeal of the Judgement of Mr. Justice J. J. Fitzpatrick.

This confirmation is to cover both legal fees and disbursements. The Director of Finance was requested to prepare a letter for the Chairman's signature with respect to this matter.

Director of
Finance/
Chairman

Breakdown
of
Solicitors'

Breakdown of Solicitors' Fees - Pilato Lawsuit

Mr. Yates reported that a request would be coming forward from City Council to the Board to provide a breakdown in legal fees involved in the Pilato suit. In anticipation of this formal request, Mr. Leuser has been asked to prepare for the review of the Audit/Finance Committee a detailed statement of costs incurred since the beginning of the Pilato matter. The statement will come from the Committee to the Board who may then submit it to City Council.

Director of
Finance/
Audit/Finance
Committee

Alderman Merling felt that a line-by-line analysis of the legal accounts should be made. However, Alderman Bethune stated he felt it was council's wish that they be provided with the amount of fees paid to Rodger Inglis and to Douglas Laidlaw with respect to the Pilato matter, and nothing further.

Operations
& Audit/
Finance
Committee
Report -

4(d) Joint Report of the Operations and Audit/Finance Committees on Personnel Matters

The Board met in camera to discuss the remuneration of the General Manager.

General
Manager's
Remunera-
tion

After a brief in-camera session, the Board resumed its public meeting.

On the motion of Mr. Keith Clark, seconded by Mr. Terry Yates, the Board approved that the General Manager be placed in the first step of Salary Grade 113 of the Thorne, Stevenson & Kellogg Salary Study, \$50,000 per annum, effective January 1, 1984, and that the placement of Mr. Penfold in this step and range be reviewed by City Council.

Alderman Merling was recorded as being opposed.

5. Other Business

Resignation
of Board
Secretary

(a) Resignation of Board Secretary

Mr. Braley advised that the Board has accepted the resignation of its Secretary, Mrs. Bonnie Cook, who is moving to Guelph on May 31st, 1984, with her last day of employment at the Centre being May 18th. The Board stated that they were losing a good Secretary, and thanked Mrs. Cook for her work.

Peter
Adonis
Travelling
Fantasy
Show

(b) Peter Adonis Travelling Fantasy Show

Alderman Mary Kiss requested that the minutes of the meeting of March 26th, 1984 be amended to more accurately reflect the purpose for her attendance on March 26th. On the motion of Alderman James Bethune, seconded by Alderman Henry Merling, the following addition to the minutes of March 26th, 1984 was approved, to be inserted following the word, "ad" in the fourth paragraph from the bottom, on Page 7:

Amendment
to Minutes
of March
6, 1984

"and who objected to the use of the Hamilton Convention Centre which is a public facility, and paid for by their tax dollars, for shows of this type." Secretary

Mrs. Muriel Beatty then addressed the Board, and presented her comments on the minutes of the previous meeting. She stressed to the Board that in her several conversations with Mayor Morrow, he unequivocally expressed his objection to the event taking place at the Centre. However, Alderman Bethune pointed out that the Mayor had not expressed his concerns to the members of the Board either in written form, or verbally, and Mr. Braley confirmed he had not spoken to the Mayor personally.

Mrs. Beatty continued to address the Board, covering three specific areas:

Goals of
the
Hamilton
Convention
Centre

(i) Goals of the Hamilton Convention Centre

Mrs. Beatty inquired about the goals of the Centre. She asked if there was a statement which shows what the intention was in setting up the Convention Centre, including the goals, objectives and mandate of the facility.

The Board referred Mrs. Beatty to the sixty-page Gillespie Report which is available in the City Clerk's Office for perusal, as well as Bill Pr27 which is the Private Bill incorporating The Hamilton Place Convention Centre, Inc.

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(ii) What Does It Mean to be a "Public Facility"

Mrs. Beatty indicated that as a public facility, the Centre must be careful not to abuse the trust the public has in what goes on at the Centre. That trust is very important and can be easily shaken.

(iii) Appropriate Activities and Security

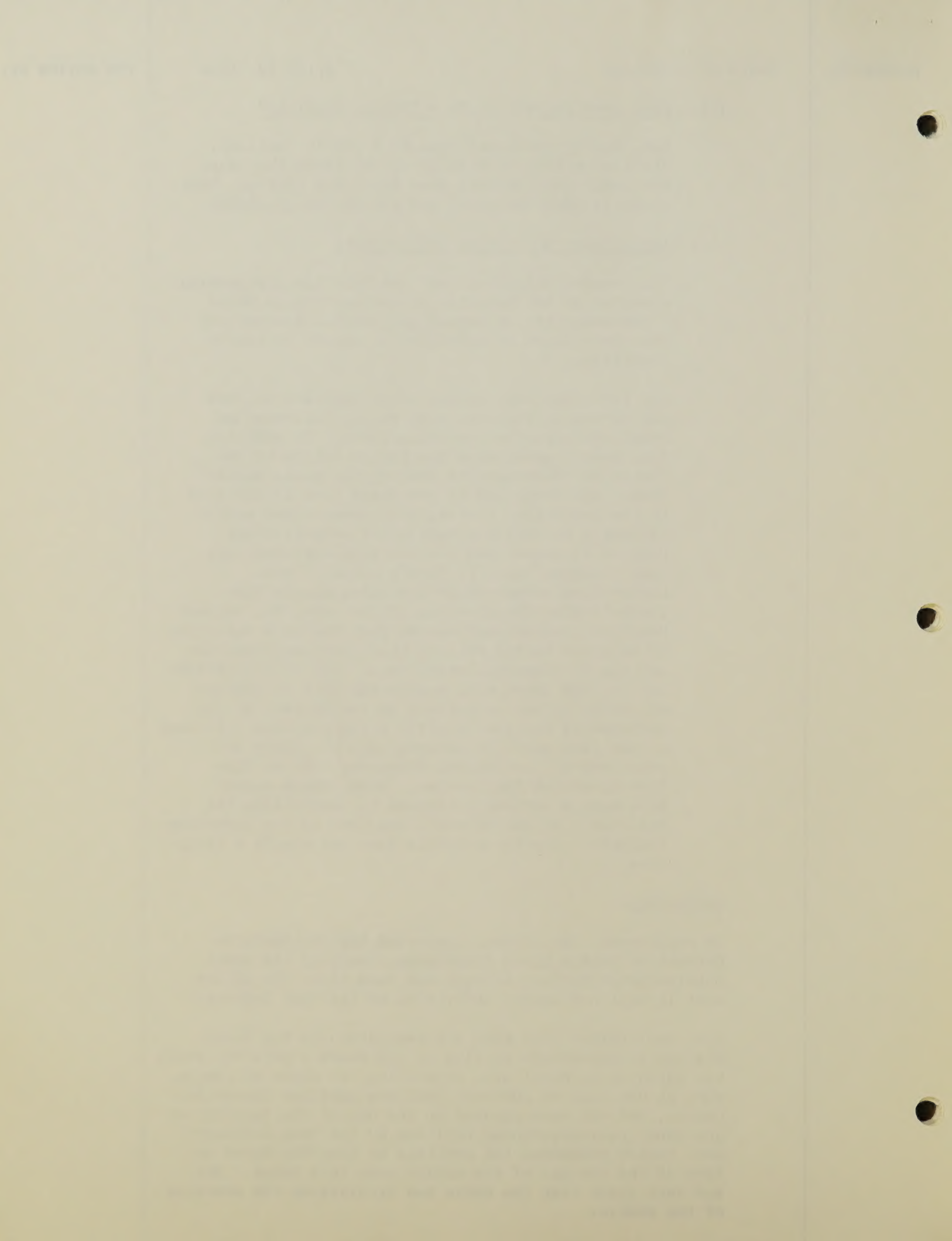
Mrs. Beatty indicated that she felt the programming accepted by the Hamilton Convention Centre makes a statement to the community. Proper decorum and good taste must be exercised in events in public facilities.

She felt that some groups might hesitate to book the Centre at the same time as, or following an event which may not be appropriate. In addition, Mrs. Beatty questioned the profit motive of the Centre in taking events such as the Peter Adonis Show. She indicated to the Board that in addition to the Convention Centre, only seven other establishments in Hamilton have adult entertainment parlour licences, and she had been informed that such licences apply to "strip shows". Mrs. Beatty then commented on the Peter Adonis Show. She felt that the promoter of the show, Mr. Michael Morrison, had misrepresented what the show was going to be about to the Police, the Licencing Committee and the Convention Centre Board. Due to her attendance at the show, Mrs. Beatty was able to comment at length on her objections to the content of the performance and the security risks involved. Because of the fact that the dancers left the stage and performed on the tables, there was risk of fire from upsetting the candles. Also, there could have been a serious situation in controlling the audience. In her opinion, and that of the Licencing Inspector, the Peter Adonis Show was simply a strip show.

Conclusion

In conclusion, Mrs. Beatty suggested that the Hamilton Convention Centre Board dispossess itself of its Adult Entertainment Parlour Licence and make clear its policy that it will not accept activities of the "Sex Industry".

Mrs. Gail Porter then made a presentation to the Board. She was in attendance to give to the Board a petition which was taken up on April 5th, containing 400 names of people who, at one time or another, used the Hamilton Convention Centre, and who were opposed to the use of the facility or any other publicly-funded facility by the "Sex Industry". Mrs. Porter presented the petition to give the Board an idea of the concern of the public over this issue. She was very upset that the media had trivialized the concerns of the public.



Mrs. Porter referred to the establishment of a Board of Administration to administer the Convention Centre, Hamilton Place, and the Trade Centre/Arena. She felt that in light of the increased workload in managing all three facilities, standards should be set for once, and for all, so that staff can rely on and clearly understand policy in dealing with future proposals for use of the three major facilities. This will put less stress on Board members and staff.

Alderman Kiss again addressed the Board and stated that the Board has heard the concerns of the public both before and after the Peter Adonis Show, and mentioned that the concerns are very strongly supported by the petition before the Board. She indicated that people are very clearly saying to the Board that they do not want the Hamilton Convention Centre, which is paid for by the tax dollars, to be used for shows of this kind, now, or in the future, and that the Board has the responsibility to listen to the taxpayers' concerns.

Alderman Kiss felt that the Centre could continue to improve its bottom line and reduce the deficit without the aid of an adult entertainment parlour licence, and she questioned whether the Centre, in fact, had a valid licence. Mr. Dockman confirmed that the Centre does have a valid licence as the licence originally granted is automatically renewed annually.

The discussion continued, and Mr. Michael Morrison spoke to the Board. He stated he had contacted the Vice Squad, and Licencing Department, and was given a list of requirements and guidelines to which he adhered. He thanked the Centre for doing a good job from his standpoint, and stated he wished to do the show again.

Alderman Merling addressed the Board. He indicated that in his opinion, the Peter Adonis Travelling Fantasy Show was not a strip show due to the fact that there was not total nudity. He stated he could attest to this due to the fact that he managed to see a small portion of the show. He referred to other events held at the Centre, such as Mardi Gras, wherein people have appeared in tiny bathing suits, with no problems whatsoever. In addition, he felt that if people don't want to be exposed to such events, they should simply not buy a ticket. He stated it was the function of the Centre to cater to all interest groups and to promote the City and the downtown core, and make money. It was the function of the Board and its mandate to ensure that the Centre operates properly, and that has been done.

Mrs. Porter reiterated her concern to the Board that written policy and guidelines should be established, as reported earlier in the minutes.

After a further lengthy discussion, on the motion of Alderman James Bethune, seconded by Alderman Henry Merling, the Board directed that the concerns of the people who have presented their case with regard to policy and licencing be referred to the Centre's Operations Committee who shall in turn report back to the Board, and that the Report of the Operations Committee be forwarded to the City's Legislation Committee for information.

Operations
Committee

Mr. Stetson then spoke to the Board. He stated that although he was not present at the last Board meeting when the Peter Adonis function was approved, he wished to make it clear that he would have supported the Board's decision. He indicated that the ladies who addressed the Board have made some serious allegations that bear investigation. He was very concerned that the allegations had been made, and indicated that they would stand up to scrutiny, or they would not. He also mentioned that the ladies are entitled to their opinion on such issues, but those opinions must be based on facts.

Miss Nude
World

(c) Miss Nude World Pageant

The Chairman advised the Board that he was in receipt of a letter from the promoter of the Miss Nude World Pageant, and that the letter had been distributed to the members of the media who have contacted Mr. Braley. The members of the Board have just received a copy of the letter at this meeting. The letter contained a request that the Board allow the Miss Nude World Contest to be held in the Centre in 1984, although it was denied in 1983.

On the motion of Mr. Keith Clark, seconded by Alderman James Bethune, the Board referred the matter to the Operations Committee so that they may review it and report back to the Board.

Operations
Committee

On the motion of Alderman Henry Merling, seconded by Mr. Terry Yates, the meeting then adjourned.

TAKEN AS READ AND APPROVED:

Bonnie Cook

D. O. BRALEY, CHAIRMAN

B. Cook,
Secretary.



HAMILTON CONVENTION CENTRE

GENERAL MANAGER'S REPORT

TO THE BOARD OF DIRECTORS

April 16, 1984

INTRODUCTION

March was trade show month with three shows appearing at the Centre:

Home Show
Garden & Flower Festival
Cars are the Stars.

The Home Show was well-promoted and attended, and revenues were similar to last year. This is the second year for the Garden Show and, while they expanded to the second floor, the show producer still has a long way to go to produce a first class show. As a result, attendance and revenues were down. A similar situation existed with the car show; hopefully next year's exhibits can be more professional.

FINANCE

Revenues for March were off \$8,000 from 1983 and \$29,000 from budget (\$1.65). Poor show attendance was responsible for some of these figures. However, revenues are \$18,000 over budget for the first quarter of 1984 and \$61,000 over 1983. Our budgetary surplus, therefore, is \$13,700 for the quarter.

Looking ahead, April will probably be off, but May and especially June will be busy months. It is expected we will be close to the 1.65 million dollar budget for the second quarter. For the year, we have about \$100,000 more on the books than at this time last year.

OPERATIONS

The Peter Adonis Show went off without incident. I had a call from the Status of Women representative who indicated that, while they did not agree with the show being held at the Centre, they did feel the evening was well-handled by both management and the promoter. The show produced \$7,000 in revenue.



NATIONAL COMMISSION ON THE STATUS OF WOMEN

REPORT OF THE COMMISSION

TO THE PRESIDENT AND CONGRESS

1961-1962

Introduction

The Commission was created by Executive Order on September 1, 1961, to study the status of women in the United States and to report to the President and Congress.

The Commission is composed of 11 members, including the President, Vice President, and members of the Supreme Court.

The Commission has held numerous public hearings and has received many suggestions from women and men. It has also conducted extensive research into the various problems facing women in the United States.

Findings

The Commission has found that women in the United States are still facing many inequalities, particularly in the areas of pay, job opportunities, and social services.

One of the most serious problems is the wage gap between men and women. Women, on average, receive only about 75 percent of the pay that men receive for the same work.

Recommendations

The Commission recommends that the Federal Government take steps to eliminate the wage gap and to provide more job opportunities for women. It also recommends that the Government improve its social services, particularly in the areas of child care and health care.

April 16, 1984

SALES AND ADVERTISING

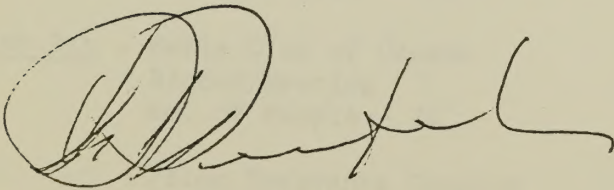
* Sales again were brisk in March, the highlights being the Spinal Cord Society (\$5,700 - June, 1984), Ontario Family Life (\$10,000 - May, 1984), Girl Guides (\$11,000 - March, 1985), McMaster Economic Seminar (\$16,000 - October, 1984), Procter & Gamble Dinner (\$24,000 - February, 1985) Total sales were \$145,571.

New advertising will appear as a direct mailer with a fresh brochure to Corporations emphasizing a meeting room package. A heavy radio campaign will be heard on CHML and CKDS pushing meeting rooms and weddings.

TRADE CENTRE/ARENA

City Council voted last week to have one Board and a single management for the Centre, Hamilton Place and the Trade Centre/Arena (TCA). Initially, a temporary Board will be put in place for the TCA which will then amalgamate in time with the other two Boards. Meanwhile, a General Manager will be hired by June 1 for the TCA as well as a Director of Marketing for all three complexes. The consultant has recommended that a Chief Executive Officer for the complex be in place by November 1, 1984.

** The implications for the Centre are that, when the new organization is on-stream, the General Manager of the HCC will report to the new Chief Executive Officer, and Marketing and Sales for the Centre will be centralized under the new Director of Marketing as will Finance under the new Director of Administration and Finance. If the City chooses to run the TCA concessions, it is expected that the Centre staff will handle the job and that Operations staff will increase appreciably.



William J. Penfold,
General Manager.

WJP:bc

* The Board directed that management ensure that all sales and marketing advertising material is forwarded to the Operations Committee in order that the Committee may approve the material for its appropriateness and cost effectiveness before final publication. (DIRECTIVE OF THE BOARD - April 30, 1984)

** The members of the Trade Centre/Arena Advisory Committee (on the HCC Board) reported that no firm decision to proceed with the hiring of a Director of Marketing has been made (BOARD OF DIRECTORS - April 30, 1984) at this time.

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CONFIDENTIAL

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HAMILTON CONVENTION CENTRE

FUNCTIONS HELD DURING THE MONTH OF MARCH 1984

- March 1st to 5th - Ontario Marketing Productions Ltd.
Hamilton Home Show
No. of People - 3,000
- March 1st - Hamilton and District Home Builders Association
Industry Luncheon
No. of People - 254
- March 5th - Comptree Seminars
Meeting
No. of People - 25
- March 6th - Ontario Centre for Micro Electronics
Meeting/Luncheon
No. of People - 12
- Brewers Retail
Meeting/Luncheon
No. of People - 30
- Hamilton Chapter of the Canadian Credit Institute
Reception/Dinner/Meeting
No. of People - 90
- Girl Guides of Canada, Hamilton Area
Dinner/Meeting
No. of People - 475
- March 7th - Media Club of Canada
Dinner/Meeting
No. of People - 20
- Pilot Insurance Company
Meetings/Luncheon/Dinner
No. of People - 125
- March 8th - Hamilton, Burlington, Lincoln and District Federal Liberal Assoc.
Meeting/Reception
No. of People - 100



WILSON CLINICAL CENTER

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- March 8th - Hoover Canada Inc.
Reception/Luncheon/Meeting
No. of People - 48
- March 9th - Pioneer Family Pools
and 11th Pool Show
No. of People - 500
- March 11th - The Hamilton Flea Market Ltd.
Flea Market
No. of People - 3,500
- March 12th - Midas Canada Inc.
Meeting/Reception
No. of People - 25
- Ambitious City Toast Mistress Club
Dinner/Meeting
No. of People - 23
- March 13th - The Corporation of the City of Hamilton
Meeting
No. of People - 17
- March 14th - Rolm Canada
Meeting/Luncheon
No. of People - 14
- Purchasing Management Association of Canada, Hamilton District
Reception/Dinner/Meeting
No. of People - 190
- March 14th - The Ontario Garden and Flower Festival
to 19th Garden Show
No. of People - 7,000
- March 15th - Air Canada Touram
Breakfast/Meeting
No. of People - 30
- March 19th - City of Hamilton, Dept. of Community Development
Meeting
No. of People - 22
- Hamilton and District Society of Optometrists
Reception/Dinner/Meeting
No. of People - 20
- The Budd Watson Gallery
Meeting
No. of People - 50

March 19th - Pelcich Manufacturing and Exporters
and 20th Display
No. of People - 50

March 19th - Robertson Inc.
to 21st Breakfast/Luncheon/Meeting
No. of People - 35

March 20th - I.B.E.W. Local Union 636
Meeting
No. of People - 20

Hamilton and Region Professional Fund Raisers Association
Reception/Luncheon/Meeting
No. of People - 35

March 21st - 3M Canada Inc.
Meeting/Luncheon
No. of People - 9

Canadian Imperial Bank of Commerce
Meeting
No. of People - 36

Ontario Insurance Adjusters Association
Reception/Dinner/Meeting
No. of People - 69

March 22nd - Ministry of Community and Social Services
Meeting/Luncheon
No. of People - 30

March 22nd - Procter and Gamble
and 23rd Luncheon/Meeting
No. of People - 45

March 24th - McMaster University Commerce Graduating Class '84
Reception/Dinner/Dance
No. of People - 241

March 25th - The Hamilton Flea Market Ltd.
Flea Market
No. of People - 3,500

March 26th - The Budd Watson Gallery
Meeting
No. of People - 50

Ambitious City Toast Mistress Club
Dinner/Meeting
No. of People - 36

March 26th - Construction Safety Association
Meeting
No. of People - 14

The Corporation of the City of Hamilton
Luncheon/Meeting
No. of People - 8

Bank of Montreal
Luncheon/Meeting
No. of People - 82

March 27th - The Spectator
Meeting
No. of People - 700

Administrative Management Society
Dinner/Meeting
No. of People - 33

The Corporation of the City of Hamilton
Meeting
No. of People - 17

Association of Information Systems Professionals
Dinner/Meeting
No. of People - 44

March 28th - Ja-Meds Associates
Meeting/Luncheon
No. of People - 29

C.P. Air Holidays
Reception/Meeting
No. of People - 134

March 29th - Intermetco Ltd.
Meeting
No. of People - 60

Royal Oak Dairy
Reception/Luncheon/Meeting
No. of People - 23

March 29th - Cars are ths Stars
to April 1 Car Show
No. of People - 2,500

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33. The thirty-third part of the document is a list of names and addresses.

March 31st - Probation and Parole Office

Meeting/Luncheon

No. of People - 40

Burlington Sailing and Boating Club

Reception/Dinner/Dance

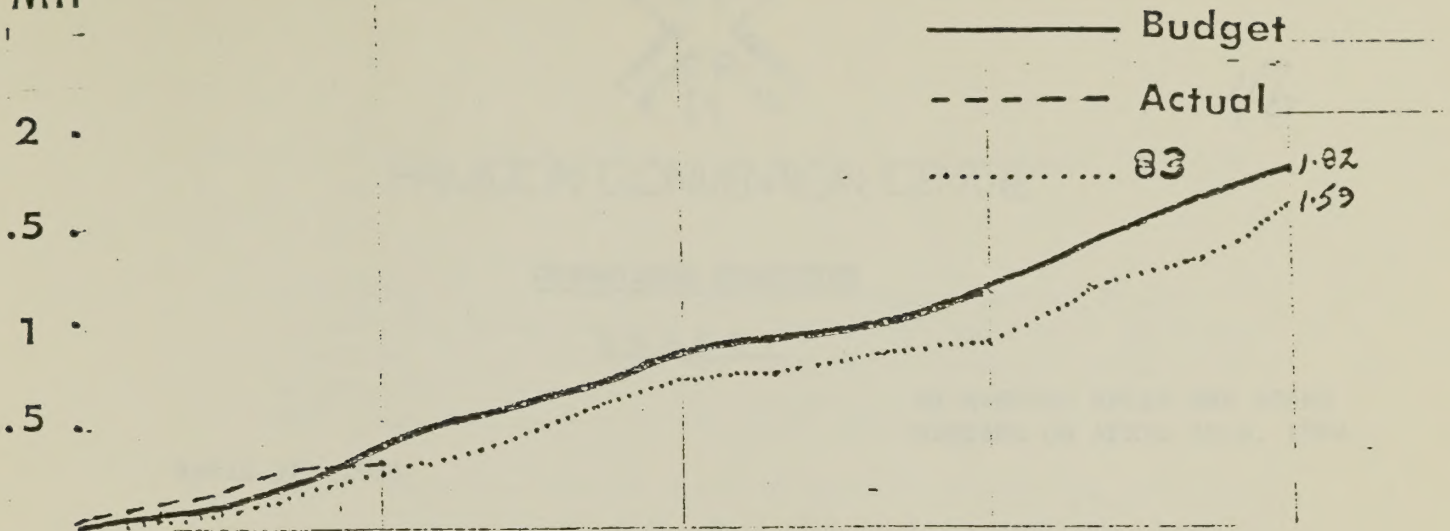
No. of People - 212

/kw
09/04/84

THE UNIVERSITY OF CHICAGO
DIVISION OF THE PHYSICAL SCIENCES
DEPARTMENT OF CHEMISTRY
530 SOUTH EAST ASIAN AVENUE
CHICAGO, ILLINOIS 60607

FINANCIAL REVIEW: FISCAL 1984

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Expenditure

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HAMILTON CONVENTION CENTRE

OPERATIONS COMMITTEE

R E P O R T

AS AMENDED AFTER THE BOARD
MEETING ON APRIL 30th, 1984

April 26, 1984

The Operations Committee met on April 25th, 1984, and wishes to report as follows:

1. Marketing Sub-Committee

The Operations Committee considered the establishment of a sub-committee to deal with Marketing. For the present, the Committee as a whole will deal with Marketing matters, and will be undertaking a review of the current five-year Marketing Plan. At a later date, if required, a sub-committee will be established.

2. Air Intake/Exhaust System Problems and Other Building Concerns

For the information of the Board, the Centre's Director of Operations has advised that the question of liability, if any, of the Architect of the facility, is currently being examined. A full tour of the Centre has been conducted by the management, the City Architect, representatives of Trevor Garwood-Jones, and Group Eight Engineering, wherein this, and several other areas of concern were examined. These additional problem areas include the MacNab Street and King Street overhead doors, the freezing of pipes at Summers Lane, a leak in one of the storage rooms at an expansion joint, and a section of the ceiling in the dishwash area that will require reconstruction. A report outlining all building deficiencies as well as any liability involved will come forward to the Committee in due course.

3. Official Customs Broker Agreement

The agreement to retain an official customs broker is in the hands of the City's Legal Department, and will be presented to the Board at a later date.

4. Staff Salaries

For the information of the Board, the Centre's management has requested that the City's Personnel Committee approve pay step increases for full-time staff. These increases total 4.41% for the group and fall well within the guidelines of the Inflation Restraint Board which call for a 5% maximum increase in 1984. In addition, a small overall increase (.4%) may also be forthcoming.



UNITED STATES DEPARTMENT OF AGRICULTURE

FOREIGN AFFAIRS

REPORT

AS COMMISSIONER OF THE GENERAL INVESTIGATION

OF THE DEPARTMENT OF AGRICULTURE

THE DEPARTMENT OF AGRICULTURE, OFFICE OF THE SECRETARY, WASHINGTON, D. C.

REPORT OF THE COMMISSIONER

The Department of Agriculture has been organized since the establishment of the Department of the Interior, and has since that time been engaged in a wide range of activities. The Department has been successful in its efforts to develop and improve the agricultural resources of the United States, and has been instrumental in the establishment of many of the most important agricultural institutions of the country. The Department has also been successful in its efforts to protect the agricultural resources of the United States from the ravages of insects and diseases, and has been instrumental in the establishment of many of the most important agricultural institutions of the country.

REPORT OF THE COMMISSIONER

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In addition, three staff members who were employed by the Centre just prior to the finalization of the Thorne, Stevenson & Kellogg Study, and who have not yet been placed within the ranges established for their respective positions, have now been placed in Step 1 of the appropriate range.

NOTE: When this matter appeared before the Operations Committee, one member of staff had been slotted into step 2 of the range for her position, which made the overall increase for the whole group 4.61%. That particular individual has now been placed into Step 1, which reduces the increase to 4.41% as reported earlier in this section. The Audit/Finance Committee has approved of this revised figure.

5. Summers Lane Elevator

At the last meeting of the Board, management was requested to deal with the problem of the inaccessability at times, of the Summers Lane Elevator. The attached report of the Director of Operations is submitted to the Board to further explain the difficulties experienced by the Centre with regard to the operation of this elevator.

6. Frozen Pipes at the Summers Lane Vestibule

The Board will recall that damage had been caused to the facility due to the freezing and subsequent breaking of pipes which were designed to heat the vestibule area between the two sets of doors at Summers Lane. The City Architect has been in contact with the Architect of the facility, Mr. Trevor Garwood-Jones, who will inspect the damage and file a report. The liability of the Architect, if any, may be determined at that time.

The City Architect has undertaken a review of the plans of the Hamilton Convention Centre and has confirmed he finds no existing conditions which would result in a similar situation to the Summers Lane pipes.

7. Request for Capital Purchases

The Operations Committee has approved of the following capital expenditures, to be financed from the Centre's 1983 capital allocation, subject to the approval of the Audit/Finance Committee:

April 26, 1984

Refrigeration Unit	\$2,150
Modifications to the Air Intake/Exhaust System to Correct Circulation	<u>8,800</u>
TOTAL:	<u>\$10,950</u>

The above amount includes all applicable sales taxes and 10% (rounded) to account for price fluctuations at the time of ordering.

Please refer to the rationale and quotations submitted with the Report of the Audit/Finance Committee.

8. Marketing/Sales Department - March Overview

The Committee received the March overview of the Marketing/Sales Department for information. This overview indicates a total of business acquired during the month of March of \$145,571.82. A copy of the overview is available in the office of the General Manager for information.

Respectfully Submitted,

Keith L. Clark
per se

KEITH L. CLARK, CHAIRMAN

Bonnie Cook,
Secretary.

1. The first part of the document is a letter from the President of the United States to the Congress, dated January 1, 1861. It is a very important document, as it sets out the President's policy for the new year. The President states that he is pleased to see the Congress assembled, and that he is confident that the country is in a good position to meet the challenges of the future.

2. The second part of the document is a report from the Secretary of the Treasury, dated January 1, 1861. It is a very important document, as it sets out the Secretary's policy for the new year. The Secretary states that he is pleased to see the Congress assembled, and that he is confident that the country is in a good position to meet the challenges of the future.

3. The third part of the document is a report from the Secretary of the Interior, dated January 1, 1861. It is a very important document, as it sets out the Secretary's policy for the new year. The Secretary states that he is pleased to see the Congress assembled, and that he is confident that the country is in a good position to meet the challenges of the future.

4. The fourth part of the document is a report from the Secretary of the War, dated January 1, 1861. It is a very important document, as it sets out the Secretary's policy for the new year. The Secretary states that he is pleased to see the Congress assembled, and that he is confident that the country is in a good position to meet the challenges of the future.

5. The fifth part of the document is a report from the Secretary of the Navy, dated January 1, 1861. It is a very important document, as it sets out the Secretary's policy for the new year. The Secretary states that he is pleased to see the Congress assembled, and that he is confident that the country is in a good position to meet the challenges of the future.

HAMILTON CONVENTION CENTRE

SCHEDULE OF 1984 ANNUAL SALARY STEP INCREASES

<u>NAME</u>	<u>EMPLOYEE</u> <u>NUMBER</u>	<u>PAY</u> <u>GRADE</u>	<u>1983</u> <u>ANNUAL</u> <u>SALARY</u>	<u>AMOUNT OF</u> <u>1984 ANNUAL</u> <u>STEP INCREASE</u>	<u>EFFECTIVE DATE</u> <u>FOR GRANTING</u> <u>STEP INCREASES</u>
A. Couchman	18097P	102	\$13,700	\$ 700	January 1, 1984
B. Cook	32094P	106	\$24,600	\$ 1,000	January 1, 1984
S. Dockman	22310P	111	\$43,800	\$ 2,100	April 1, 1984
J. R. Fotheringham	28295P	105	\$18,800	\$ 1,000	January 1, 1984
J. A. Leuser	49890P	110	\$39,500	\$ 1,800	January 1, 1984
S. Macaluso	51982P	104	\$18,100	\$ 800	January 1, 1984
A. J. Holman	38825P	105	\$19,800	\$ 900	January 1, 1984
N. Davidson	20397P	108	\$29,800	\$ 1,400	July 1, 1984
N. P. Morgan	49290P	106	\$20,800	\$ 500(1)	January 1, 1984
D. M. Nusca	90300P	103	\$14,600	\$ 800	July 1, 1984
R. D. Laking	47510P	107	\$25,900	\$ 1,200	July 1, 1984
K. L. Winlove-Smith	95860P	103	\$15,400	\$ 700	January 1, 1984
R. E. Zimmer	97790P	106	\$23,500	\$ 1,100	January 1, 1984
A. Ginn	31030P	110	\$37,500	\$ 2,000	October 1, 1984
L. H. Serrick	78894P	105	\$16,000	\$ 2,800(1)	January 1, 1984
D. Veliotis	91033P	104	\$18,900	\$ 800	January 1, 1984
F. W. Zwahlen	97887P	106	\$23,500	\$ 1,100	October 1, 1984
J. G. Attard	03547P	105	\$18,800	\$ 1,000	January 1, 1984
S. J. Haining	33880P	105	\$18,800	\$ 1,000	July 1, 1984
M. Low	51380P	105	\$18,800	\$ 1,000	January 1, 1984
B. F. McCrady	55690P	109	\$33,000	\$ 1,600(1)	January 1, 1984.

- (1) This increase places the individual in his or her appropriate Thorne, Stevenson and Kellogg pay category. In 1983, the implementation of the recommended salary reclassification was delayed to 1984.

Represents 4.41% overall staff increase, assuming the General Manager's salary is reclassified to \$50,000.

NOTE: Copies of this schedule have been distributed
to Board Members only.

MEMO TO: William Penfold *3/4*

FROM: Stephen Dockman

DATE: April 3, 1984

RE: Summers Lane Passenger Elevator

As you are aware the Summers Lane elevator is operational from all levels during most functions. However, during certain events such as consumer shows whereby the main entrance to the facility is used to maintain control, the elevator is not operational.

Due to fire regulations, it is mandatory that the turnstiles for entry are located to the south of the orange fire exit doors to allow clear access to these doors in case of an emergency. This prohibits the use of the elevator as people would tend to enter through the exit doors as other people are leaving the facility. As well, if the elevator was operational to the second and third floors, this would allow free access to the facility during these shows.

Generally, the location and the design of the Summers Lane elevator prohibits its use during certain types of events. However, we are aware of the importance of accessibility of the elevators to the general public from all levels of the building and parking garage and we will ensure that the elevator is operational as much as possible.

Additional signage has been ordered that will be placed throughout the facility to assist the general public in locating the elevators.

Stephen H. Dockman
Stephen H. Dockman
Director of Operations

SD:gh

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As you are aware, the Department has been working to improve its operations and to ensure that it is able to provide the best possible service to the public. This has involved a number of changes to the way we work, and we are now in a position to offer a more efficient and effective service than we have in the past.

One of the key areas of improvement has been in the way we handle our correspondence. We have introduced a new system of dealing with letters, which ensures that all correspondence is dealt with in a timely and efficient manner. This has resulted in a significant reduction in the time taken to respond to letters, and we are now able to provide a more prompt and accurate service to our customers.

Another area of improvement has been in the way we manage our resources. We have introduced a new system of budgeting, which ensures that we are able to allocate our resources in the most effective way possible. This has resulted in a number of savings, which we have been able to reinvest in our services, thereby improving the quality of the service we provide.

Finally, we have also been working to improve the way we communicate with the public. We have introduced a new system of public relations, which ensures that we are able to provide the most up-to-date and accurate information to the public. This has resulted in a more transparent and open relationship with the public, and we are now able to provide a more comprehensive service than we have in the past.

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HAMILTON CONVENTION CENTRE

GENERAL MANAGER'S REPORT

TO THE BOARD OF DIRECTORS FOR APRIL, 1984

INTRODUCTION:

April was a fairly busy period with large seminars and a trade show highlighting the month. The Construction Safety Association and the Ontario Secondary School Teacher's Federation held their meetings at the Centre while the Hamilton Industrial Exhibition was very successful.

FINANCE:

Revenues were under budget by 6.7% (\$5,000) but for the first third of 1984, they exceeded budget by 2% (\$9,430) and were over 1983 revenues by 5% (approximately \$40,000).

Our deficit for the four months was \$16,350 below budget, hence we are in a budget surplus position.

It appears that May will be on budget and June well above, auguring well for the second quarter.

MARKETING/SALES:

Sales were down from March (\$145,000 vs. \$95,000) but the year looks promising to meet the \$1.65 million dollar budget. Highlights were the Co-Op Education seminars (\$5,000), the Pro-Am Golf dinner (\$5,400) and the two Stelco Dinners (\$8,000).

Convention sales are busy with the Hamilton Square Dancers bid against Toronto successful in the regionals. This entails 9,000 dancers; a further international bid will be made in August and the organization has asked that the General Manager accompany it to Winnipeg. The timeframe for this convention is either 1988 or 1990 depending on whether Vancouver has the 1988 convention.

OPERATIONS:

The building is beginning to show wear after the Spring show period. The rug will be cleaned in early June and the walls will be repaired and painted during shutdown in July.

Fire prevention lectures and fire drills will be carried out during the June/July period.



WALTON COMMUNITY CENTER

GENERAL PURPOSES

TO THE END OF THE YEAR 1960, 1961

OBJECTIVES

1. To provide a safe and sound environment for the community.

2. To provide a safe and sound environment for the community.

3. To provide a safe and sound environment for the community.

4. To provide a safe and sound environment for the community.

FINANCIAL

1. To provide a safe and sound environment for the community.

2. To provide a safe and sound environment for the community.

3. To provide a safe and sound environment for the community.

4. To provide a safe and sound environment for the community.

1. To provide a safe and sound environment for the community.

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1. To provide a safe and sound environment for the community.

2. To provide a safe and sound environment for the community.

3. To provide a safe and sound environment for the community.

4. To provide a safe and sound environment for the community.

ADMINISTRATIVE

1. To provide a safe and sound environment for the community.

2. To provide a safe and sound environment for the community.

3. To provide a safe and sound environment for the community.

4. To provide a safe and sound environment for the community.

1. To provide a safe and sound environment for the community.

2. To provide a safe and sound environment for the community.

3. To provide a safe and sound environment for the community.

4. To provide a safe and sound environment for the community.

CONCLUSION

1. To provide a safe and sound environment for the community.

2. To provide a safe and sound environment for the community.

3. To provide a safe and sound environment for the community.

4. To provide a safe and sound environment for the community.

1. To provide a safe and sound environment for the community.

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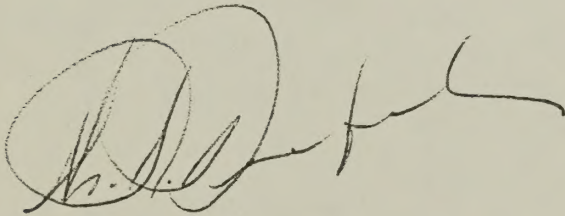
4. To provide a safe and sound environment for the community.

TRADE CENTRE/ARENA:

The new salesperson, Joe Tsao, is gathering sales publications and talking to prospective clients. International Lacrosse, N.B.A. Basketball and O.H.A. Hockey are just some of the myriad events which are being discussed at this time.

STAFF CHANGES:

Pat Bennett has now replaced Bonnie Cook as Board Secretary. Kim Winlove-Smith has left to join the sales staff (secretarial) with the Sheraton Hamilton; Cheryl Rodger has temporarily replaced her.

A handwritten signature in dark ink, appearing to read 'W. J. Penfold', with a large, stylized initial 'W'.

William J. Penfold
General Manager

May 25, 1984

WJP:pb

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[Handwritten signature]

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ASTOR LENOX TILDEN FOUNDATION
155 E. 42ND STREET
NEW YORK 17, N.Y.

NO. 100



HAMILTON CONVENTION CENTRE

FUNCTIONS HELD DURING THE MONTH OF APRIL 1984

- April 2nd - United Steelworkers of America, Local Union 1005
Meeting
No. of People - 50
- Ontario English Catholic Teachers Association
Luncheon/Meeting
No. of People - 38
- The Budd Watson Gallery
Meeting
No. of People - 50
- April 3rd - Michael Morrison Promotions
Peter Adonis Travelling Fantasy Show
No. of People - 1,000
- April 4th - Canadian Institute of Management
Dinner/Meeting
No. of People - 25
- Hamilton Wall and Ceiling Association
Luncheon/Meeting
No. of People - 10
- Media Club of Canada
Dinner/Meeting
No. of People - 17
- April 5th - Hamilton Board of Education
Meeting
No. of People - 10
- April 6th - Revenue Canada Taxation
Luncheon/Meeting
No. of People - 30
- Halton Separate School Board
Luncheon/Seminars
No. of People - 515
- April 8th - The Hamilton Flea Market Ltd.
Flea Market
No. of People - ?

Cont'd . . .

April 8th - The Wee Two and Doll Sale
Doll Show
No. of People - ?

April 9th - Ambitious City Toastmistress Club
Dinner/Meeting
No. of People - 25

The Budd Watson Gallery
Meeting
No. of People - 50

April 9th - Construction Safety Association of Ontario
10th & 11 Meeting/Luncheon/Displays
No. of People - 160 per day

April 10th - The Corporation of the City of Hamilton
Meeting
No. of People - 17

Adventure Tours
Meeting/Reception
No. of People - 80

Hamilton Chapter of the Canadian Credit Institute
Reception/Dinner/Meeting
No. of People - 65

Ministry of the Environment
Meeting
No. of People - 60

The Permanent
Meeting
No. of People - 50

April 11th - Hamilton Medical-Legal Society
Reception/Dinner/Meeting
No. of People - 133

Childrens Aid Society
Meeting
No. of People - 30

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April 12th - Ontario Secondary School Teachers Federation
Meeting/Reception/Dinner
No. of People - 330

April 14th - Battaglio/Hordyk Wedding
Reception/Dinner/Dance
No. of People - 175

April 15th - Hugh F. MacGregor and Associates
to 18th Hamilton Industrial Exhibition
No. of People - ?

April 16th - SKF Canada Ltd.
to 18th Receptions
No. of People - ?

April 17th - Alec Murray Real Estate
Meeting
No. of People - 100

Administrative Management Society Hamilton Chapter
Reception/Dinner/Meeting
No. of People - 44

I.B.E.W. Local Union 636
Meeting
No. of People - 20

The Canadian Food Service Executives Association
Reception/Dinner/Meeting
No. of People - 27

April 18th - Ministry of the Environment
Meeting/Luncheon
No. of People - 70

McLeod, Young, Weir
Meeting
No. of People - 100

Social Planning and Research Council
Meeting
No. of People - 180

1. The first part of the report is a general introduction to the subject of the study. It discusses the importance of the problem and the objectives of the research.

2. The second part of the report is a detailed description of the methods used in the study. It includes a discussion of the experimental design, the data collection procedures, and the statistical analysis.

3. The third part of the report is a presentation of the results of the study. It includes a discussion of the findings and their implications for the field of research.

4. The fourth part of the report is a conclusion and a discussion of the limitations of the study. It also includes some suggestions for further research.

5. The fifth part of the report is a bibliography of the references used in the study. It includes a list of books, articles, and other sources.

6. The sixth part of the report is an appendix containing supplementary material. It includes a list of tables and figures, and a detailed description of the data used in the study.

7. The seventh part of the report is a list of abbreviations and symbols used in the study. It includes a definition of each term and a list of the symbols used.

8. The eighth part of the report is a list of the names of the people who contributed to the study. It includes a list of the names of the authors, the names of the people who assisted in the data collection, and the names of the people who reviewed the report.

9. The ninth part of the report is a list of the names of the people who provided financial support for the study. It includes a list of the names of the organizations and the names of the individuals who provided the support.

10. The tenth part of the report is a list of the names of the people who provided technical support for the study. It includes a list of the names of the organizations and the names of the individuals who provided the support.

11. The eleventh part of the report is a list of the names of the people who provided administrative support for the study. It includes a list of the names of the organizations and the names of the individuals who provided the support.

12. The twelfth part of the report is a list of the names of the people who provided moral support for the study. It includes a list of the names of the organizations and the names of the individuals who provided the support.

April 23rd - Ambitious City Toast Mistress Club
Dinner/Meeting
No. of People - 22

April 24th - Laidlaw Transport
Meeting/Luncheon
No. of People - 37

Ontario Land Surveyors
Reception/Dinner
No. of People - 30

The Corporation of the City of Hamilton
Meeting
No. of People - 17

April 25th - The Hamilton-Wentworth Housing Authority
Reception/Dinner/Meeting
No. of People - 10

Canadian Cannery Ltd.
Meeting
No. of People - 7

CHML Radio
Reception
No. of People - 1,100

April 25th to 26th - Ontario Co-operative Education Association
Conference
No. of People - 100

Ontario Public Service Employees Union
Meeting
No. of People - 50

April 26th - Imtrex Commodities
Reception/Dinner
No. of People - 40

April 27th - Manulife
Meeting
No. of People - 25

1. The first part of the report is a general introduction to the project. It describes the purpose of the study and the objectives that were set at the beginning.

2. The second part of the report is a detailed description of the methodology used in the study. It explains how the data was collected and how it was analyzed.

3. The third part of the report is a discussion of the results of the study. It compares the findings with the objectives and discusses the implications of the results.

4. The fourth part of the report is a conclusion. It summarizes the main findings of the study and provides some suggestions for future research.

5. The fifth part of the report is a list of references. It includes all the sources that were used in the study.

6. The sixth part of the report is an appendix. It contains additional information that is related to the study but is not necessary for the main text.

7. The seventh part of the report is a glossary. It defines the key terms used in the study.

8. The eighth part of the report is a bibliography. It lists all the books and articles that were consulted during the research.

9. The ninth part of the report is a list of figures and tables. It provides a brief description of each figure and table.

April 27th - Seager/Tomawich Wedding
Reception/Dinner
No. of People - 24

North American Baptist Seminary
Dinner
No. of People - 118

April 27th - Ontario Association of Teachers of the Mentally Retarded
& 28th Conference
No. of People - 350

April 28th - Professional Secretaries International
Meeting/Reception/Luncheon/Display
No. of People - 80

Rotary Club of Dundas
Dance
No. of People - 1,000

LeGendre/Kezys Wedding
Reception/Dinner/Dance
No. of People - 48

Meredith/Corrin Wedding
Reception/Luncheon
No. of People - 51

April 29th - Theatre Aquarius
Reception/Dinner
No. of People - 142

The Hamilton Flea Market Ltd.
Flea Market
No. of People - ?

April 30th - Bell Girls' Reunion
Reception/Dinner/Entertainment
No. of People - 195

O.S.S.T.F.
Professional Development Day
No. of People - 255

1911-12 - 1912-13

1912-13 - 1913-14

1913-14 - 1914-15

1914-15 - 1915-16

1915-16 - 1916-17

1916-17 - 1917-18

1917-18 - 1918-19

1918-19 - 1919-20

1919-20 - 1920-21

1920-21 - 1921-22

1921-22 - 1922-23

1922-23 - 1923-24

1923-24 - 1924-25

1924-25 - 1925-26

1925-26 - 1926-27

1926-27 - 1927-28

1927-28 - 1928-29

1928-29 - 1929-30

1929-30 - 1930-31

1930-31 - 1931-32

1931-32 - 1932-33

1932-33 - 1933-34

1933-34 - 1934-35

1934-35 - 1935-36

1935-36 - 1936-37

1936-37 - 1937-38

1937-38 - 1938-39

1938-39 - 1939-40

1939-40 - 1940-41

1940-41 - 1941-42

1941-42 - 1942-43

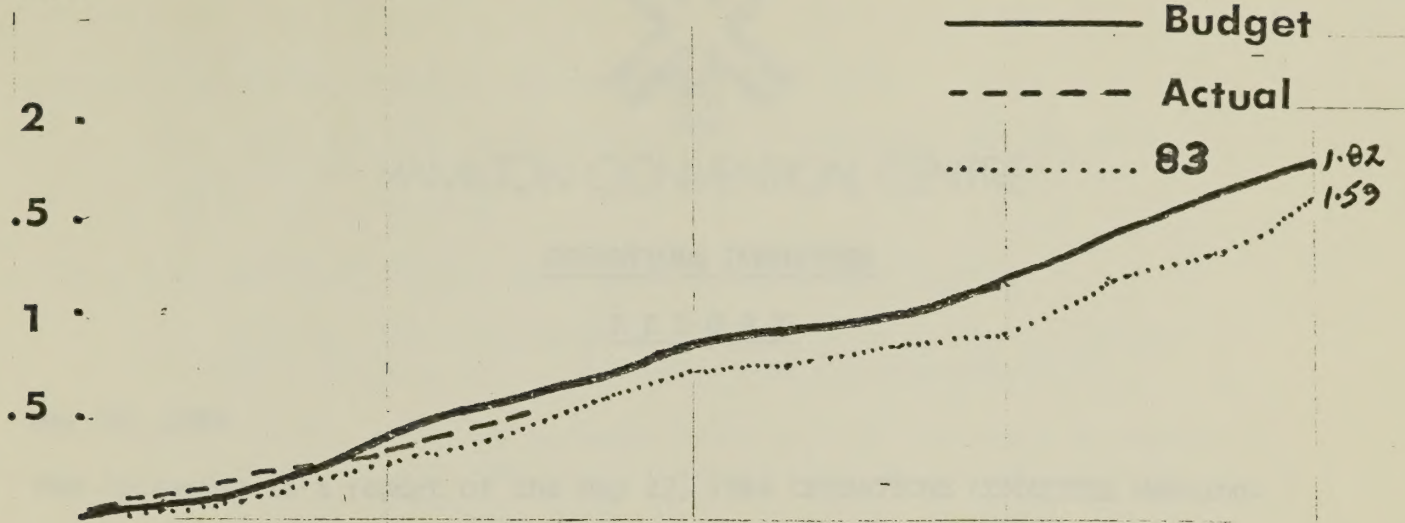
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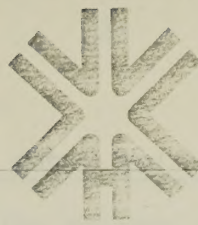
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HAMILTON CONVENTION CENTRE

OPERATIONS COMMITTEE

R E P O R T

May 23, 1984

The following is a report of the May 22, 1984 OPERATIONS COMMITTEE Meeting:

1. Delegation - Hamilton and District Council of Women

Mrs. Beattie, as spokesperson of the Hamilton and District Council of Women, was invited by the Chairman to make presentation to the Operations Committee. Mrs. Beattie stated that the May 9th statement (attached) submitted on behalf of the Hamilton and District Council of Women documented the concerns as well as the action requested by the Council and invited questions from the Committee. Mrs. Beattie clarified that the letters recently published in The Spectator expressing concern that the Peter Adonis Traveling Fantasy Show had been held at the Convention Centre had not come from members of the Council of Women nor were they friends or relatives of Council members; these letters had been unsolicited responses. Ms. Street substantiated Mrs. Beattie's statements advising that she had contacted the correspondents of The Spectator letters and they had indicated there was no affiliation to the Council of Women.

2. Receipt of Correspondence Regarding Adult Entertainment Parlour Licence

2.1 Petition From Concerned Hamiltonians

In response to the Petition (attached) the Operations Committee referred the issue to the City's Legislation Committee for review. This action was taken in view of the petition statement "...we object very strongly to your allowing male strippers to perform anywhere in Hamilton." The Committee felt that the statement encompassed the performance of male strippers anywhere in Hamilton, thus it is not within the jurisdiction of the Hamilton Convention Centre Board.

2.2 Letter from Mr. C. Alkerton dated April 23, 1984: Miss Nude World

As directed by the April 30th Board Motion to review and report on the issue of whether the 1984 Miss Nude World Pageant will be conducted at the Hamilton Convention Centre, the Operations Committee unanimously agreed that this event would not take place at the Centre.

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2.3 Letter from Mrs. Tozzi dated May 4, 1984

Mrs. Tozzi's letter expressing concern regarding the Centre's marketing and Mr. Penfold's salary increase was received for information (attached).

3. Discussion of Motions from Board - April 30th Meeting

The following two motions which were referred to the Operations Committee from the April 30th Board meeting were considered:

- i) "On the motion of Alderman James Bethune, seconded by Alderman Henry Merling, the Board directed that the concerns of the people who have presented their case with regard to policy and licencing be referred to the Centre's Operations Committee who shall in turn report back to the Board and that the Report of the Operations Committee be forwarded to the City's Legislation Committee for information."
- ii) "On the motion of Mr. Keith Clark, seconded by Alderman James Bethune, the Board referred the matter to the Operations Committee so that they may review it and report back to the Board."

Discussion resulted in the identification of the following major concerns:

- i) the maintenance or divesture of the Hamilton Convention Center's Adult Entertainment Parlour licence;
- ii) the safety factors inherent in such an event;
- iii) the profile/image of the Hamilton Convention Centre;
- iv) crowd control;
- v) misrepresentation of an event(s) to the Centre.

The Committee was advised by the General Manager that should a similar function occur the set-up of the show would be handled differently in that a stage and runway would be used, thus eliminating any danger to dancers or customers as well as the possibility of table candles being knocked over possibly causing a fire.

Ms. Street, Mr. Stetson and Alderman Hinkley reported that each had polled various members of the community for input and had received diverse reactions to such an event being held at the Convention Centre.

The Committee agreed that the definition of community standards was difficult to determine as was the appropriate use of a public facility versus the need to ensure availability of that same facility to the majority of taxpayers.

It was clarified that the Centre's present policy is that any event which requires the application of the Adult Entertainment Parlour licence is reviewed at the full Board for approval; the Committee agreed that this practise be endorsed; it was formally moved and carried that this format remain the practise of the Convention Centre.

THE HISTORY OF THE CITY OF ALBANY

THE HISTORY OF THE CITY OF ALBANY, FROM THE FIRST SETTLEMENT TO THE PRESENT TIME. BY JAMES M. SMITH, ESQ. OF ALBANY.

ALBANY: PUBLISHED BY JAMES M. SMITH, AT THE PRESS OF JAMES M. SMITH, 1815.

THE HISTORY OF THE CITY OF ALBANY, FROM THE FIRST SETTLEMENT TO THE PRESENT TIME. BY JAMES M. SMITH, ESQ. OF ALBANY.

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- i) The history of the city of Albany, from the first settlement to the present time.
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- iv) The history of the city of Albany, from the first settlement to the present time.
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In order that the requirements of future events may be accommodated, the Committee agreed that the Convention Centre would not divest itself of the Adult Entertainment licence.

Discussion ensued regarding the pros and cons of booking a second Peter Adonis Traveling Fantasy Show June 14, 1984 at the Convention Centre. Mr. Penfold was requested to seek a legal opinion as to the implications to the Board should it refuse the June 14th booking and to report his findings to the full Board meeting May 28th. The Operations Committee ultimately agreed to recommend to the Board that it consider a second booking June 14th.

4. 1984 Capital Requirements

Mr. Penfold's 1984 Capital Requirements report was received and approval was given of the spending authority. It was clarified that once approval for spending is received actual expenditures will be discussed at the full Board.

5. 1983 Capital Request: Telephone Extension - Head Cashier - \$1,780.00

Approval was given, subject to pricing, of the acquisition of an eight station line card for the Centre's Mitel SX 100 - 205 telephone system. The immediate need is for an extension to be provided to the Head Cashier in order that she may operate more efficiently from her permanent office in the "Parcel Cage" that was just recently constructed on the second floor. It is anticipated that additional extensions will be required in the future, thereby utilizing the remaining lines that the station line card provides. Mr. Penfold was requested to report to the Board as to whether the Convention Centre has a performance agreement with Aatel Communications Inc.

6. Summers Lane Passenger Elevator

The General Manager was requested to seek written documentation from the Fire Department as to its requirements/regulations regarding the fire doors which are in close proximity to the elevator.

7. Storage Room Leak

Following careful examination by the City Architect's Office it was determined that the storage room leak problem was caused by the expansion and contraction of the expansion joint and the exposure to the weather; the caulking between the two buildings subsequently dried up and became brittle, leaving voids in the vertical joints. On the recommendation of the City Architect the Centre is proceeding to have the vertical joint repaired at a cost of \$250.00.

8. Monthly Overview of Marketing/Sales Department

The Committee received the April overview of the Marketing/Sales Department for information. This overview indicates a total of business acquired during the month of April of \$94,467.00. A copy of the overview is available in the office of the General Manager for information.

It is noted that the Commission has been unable to obtain any information from the Commission about the Commission's activities in the field of human rights.

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9. Marketing Plan 1984 - 1988

A Marketing Sub-Committee was struck; membership includes Mr. K. Clark and Ms. J. Street. The Sub-Committee agreed to meet Wednesday, May 30, 1984 at 3:45 p.m. to further discuss the Marketing Plan. A copy of the Marketing Plan is available in the General Manager's office for your perusal.

10. Report on Affect of 15% Rebate - Trade Show Service Companies

The General Manager's May 15th report (attached) was reviewed. The Committee was assured that other major hotels/convention centres throughout the country charge the 15% rebate. The rebate will provide extra revenue for the Centre as well as to put the Centre's Show Service Company on an equal footing with other companies bidding for the service contracts. The Committee recommended that a 15% rebate on the gross charged by show service companies to show producers be brought into effect at the Hamilton Convention Centre effective January 1, 1985.

11. 5% Increase in Pay to Part-Time Staff

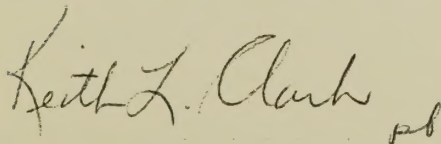
The Committee endorsed the General Manager's recommendation contained in his May 17th report that part-time staff receive a 5% wage increase effective January 1, 1984. The following criteria was considered:

- the downtown hotels are raising part-time wages;
- the full-time staff have received a 4.41% increase;
- the cost-of-living increase for 1983 was 5.8%;
- a five (5) percent wage increase has been budgeted for in 1984.

12. Hamilton Market Place - June 14, 1984

For the information of the Committee Mr. Davidson announced that taking place June 14th and hosted by the Convention Centre, will be Hamilton Market Place. Approximately thirty-six groups will be promoting Hamilton at this event with from five hundred to six hundred participants expected from the corporation/business/sport/union groups. Board Members were encouraged to take part in this promotion of Hamilton and its facilities.

Respectfully submitted



KEITH L. CLARK, CHAIRMAN

Patricia Bennett, Secretary

Hamilton and District Council of Women

"LEADERSHIP SINCE 1893"

May 9, 1984

Re: The use of an "Adult Entertainment" Parlour" Licence by the Hamilton Convention Centre.

Whereas The above Licence is needed only for premises where nude shows or 'strip shows' are held, and where the purpose of such shows is primarily to "sell sex", and

Whereas the Hamilton Convention Centre is the only city facility to have such a licence (which has been made use of only one time, namely for the Peter Adonis Traveling Fantasy show, April 3, 1984, and

Whereas the above use of a public facility does not appear consistent with the stated goals of excellence and good taste laid down by the Board of Directors, and

Whereas the profit motive does not seem appropriate as the sole goal of a public facility, and

Whereas the Board has been making steady and praiseworthy progress toward reducing the unfortunate past deficit, by attracting events which have no need of an Adult Entertainment Parlour Licence, and

Whereas the Centre's own staff could be made uncomfortable by being required to work while sex shows are going on and

Whereas during its performance at the Centre on April 3, 1984, the above show's male strippers did act in such a manner that there was the danger of fire (by the act of jumping repeatedly on tables which had lighted candles on them), and

Whereas there could well have been considerable problems with crowd control if, because of the actions either of the performers or members of the public, there had arisen the need to close the show prematurely, and

Whereas the promoter of the show misrepresented the type of show to the Board, the Police, and the City Hall officials, thus causing the performers to perform without having obtained the appropriate individual licences, and

Whereas it seems unfortunate for a prestigious public facility to risk its reputation, and thus the City's reputation, by retaining the Adult Entertainment Parlour Licence,

Therefore, the Hamilton And District Council of Women sincerely requests the Board of the Hamilton Convention Centre to give consideration to divesting itself of the foregoing licence.

Prepared by Past-President
(Mrs. E.G.) Muriel J. Beatty

Muriel J. Beatty per Gail L. Porter

4 Turner Avenue,
Ham. Ont. L8P-3H5
Telephone: 522-2321/522-7061

64 Norman St.,
Hamilton, Ontario,
May 8, 1984

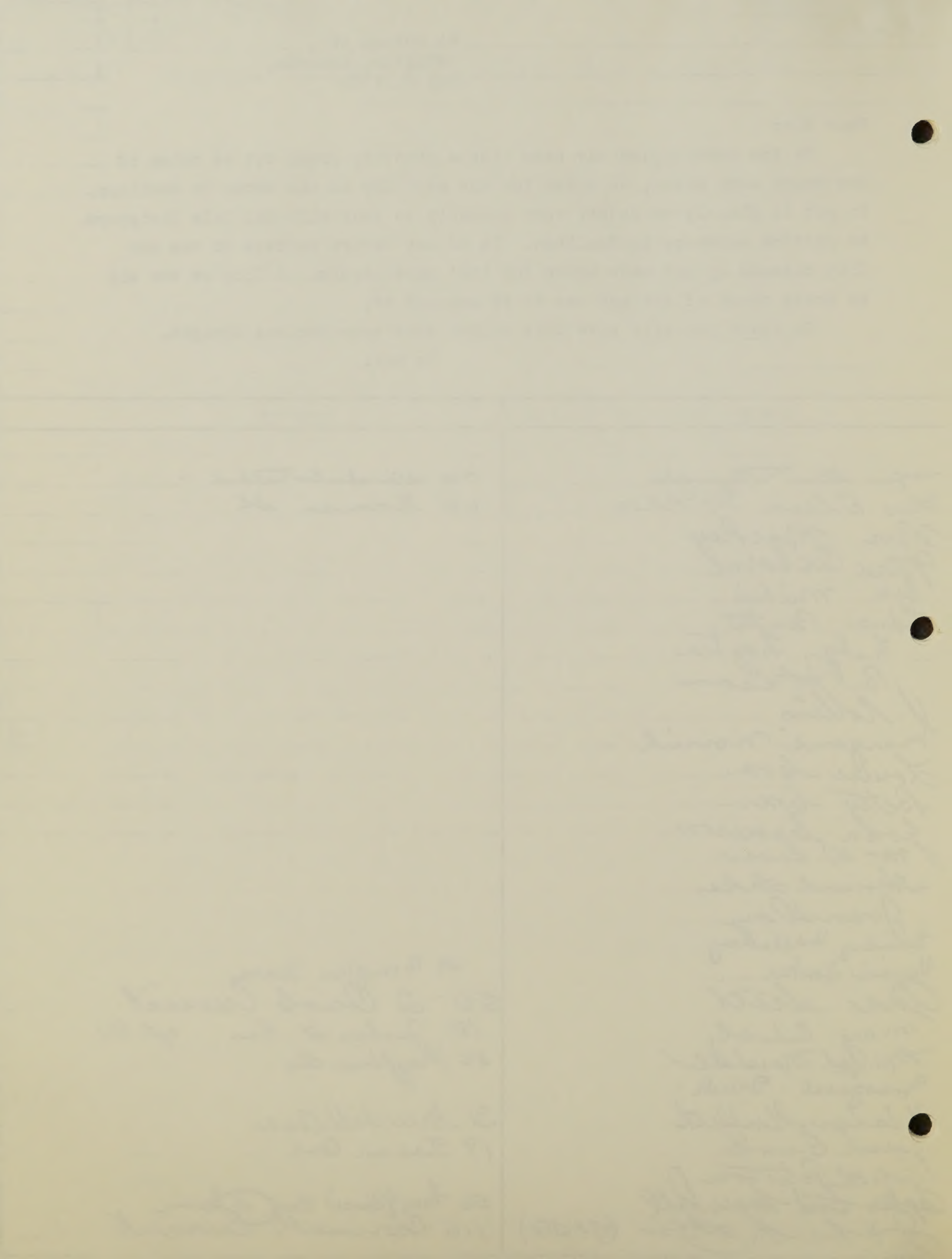
Dear Sir:

We the undersigned may seem like a minority group but we think if the truth were known, we speak for the majority of the women in Hamilton. To put it plainly we object very strongly to your allowing Male Strippers to perform anywhere in Hamilton. It is our desire instead to see our City cleaned up and made known for its' good morals. A City we can all be truly proud of and not one to be ashamed of.

We trust you will give this matter some very serious thought.

We are,

NAME	ADDRESS
Mrs. Eva Reynolds	74 Winchester Blvd.
Mrs. Eileen McPhee	64 Norman St.
Mrs. Mackey	
Mrs. Osborn	
Isa. Michie	
Edna Beattie	
Lily Foster	
B. McLean	
V. Collins	
Margaret Norrish	
Louise Cox	
Betty Cox	
John Cameron	
Mrs. W. Lever	
Hannah Lake	
Joan Day	
Emily Halliday	
Maymie Jucker	
John Scott	29 Compton Place.
Mary Eshelby	56-2 Oriole Crescent
Mrs. Capt. Marshall	181 Jackson St. Ham. apt. 1801
Margaret Stank.	56 Mayflower Ave.
Gladya Liffeth	31 Greenhill Ave.
Jessie Brooks	19 Fraser Ave.
Edith Patterson	
Captain Bud Marshall	56 Mayflower Ave. Ham.
John H. (WASOK)	116 Cromwell Crescent



REC-11-10

MAY 14 1984

MAY 7 1984
CITY CLERKS

Mrs. Julie Pozzi,
125 Erin Avenue,
Hamilton, Ontario,
Canada. L8N 4W1.
May 4, 1984.

Letter to all members of City Council and the Hamilton Convention Centre Board.

C/O Mr. E.A. Simpson, City Clerk.
City Hall, 71 Main St. West,
Hamilton, Ontario. L8P 1H4.

Mr. Mayor, Councillors and Board members.

Re: Convention Centre Policy and Practices.

The purpose of this letter is to express my displeasure with the poor judgment demonstrated by the Convention Centre Board and our elected representatives by permitting the recent show which featured male dancers in G-strings.

More important, I demand that no further tasteless shows or unacceptable exhibitions of nudity, such as the Ms. Nude World contest, be permitted to take place in the Convention Centre.

Since we spend exorbitant sums of money in an attempt to attract business from all around the globe to our region, I believe the quick profit made on strip shows is counter-productive and it will have a negative effect on our economic development.

Clarification of your long-term goal with regard to the Convention Centre is expected without delay.

In addition, I understand a nine percent salary increase has been approved for Mr. W. Penfold, Manager of the Hamilton Convention Centre.

If this information is correct, it seems reasonable to ask: whatever happened to the notion of "605" hold-the-line?

Yours truly,

Julie Pozzi

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HAMILTON CONVENTION CENTRE

May 16, 1984

REPORT TO BOARD COMMITTEES

ON

1984 CAPITAL REQUIREMENTS

The Board has already approved the Centre's Capital submission for 1984 in the amount of \$50,000. Spending authority must now be sought from City Council and approval is requested from the Board to proceed.

Once the Centre has concurrence from the City, management will then return to the Board for approval for each item before purchase.

William J. Penfold,
General Manager.

WJP:bc

DECLARATION OF INDEPENDENCE

WE, the Representatives of the United States of America, in Congress assembled, do hereby declare that the United States of America are, and of right ought to be, free and independent States; that they are absolved from all allegiance to the British Crown, and that all political connections between them and the Kingdom of Great Britain are hereby totally dissolved.

IN WITNESS WHEREOF, we have hereunto set our hands and seals, this fourth day of July, 1776.

John Adams, John Jay, Benjamin Franklin, Thomas Jefferson, James Wilson, George Mason, Patrick Henry, Richard Henry Lee, John Hancock, and the other members of the Continental Congress, do hereby certify that the foregoing Declaration of Independence was adopted by the Continental Congress on the fourth day of July, 1776.



JOHN HANCOCK
President of the Continental Congress

18/5

MEMO TO: William Penfold

FROM: Stephen Dockman

DATE: May 10, 1984

RE: Capital Submission - 1984

Attached is a list of our capital requirements for 1984 that require the approval of the Board of Directors and City Council.

Dockman

Stephen H. Dockman
Director of Operations

SD:gh
Attach.

cc.: John Leuser

[Faint signature]

TO THE HONORABLE

MEMBER OF PARLIAMENT

FOR THE DISTRICT OF

THE HONORABLE MEMBER FOR

THE HONORABLE MEMBER FOR THE DISTRICT OF

[Faint signature]

THE HONORABLE MEMBER FOR

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1) INTERIOR DECORATIONS

\$ 5,000.00

Framed prints are required inside Rooms 201 to 206 inclusive and Room 314 to improve the general appearance of the walls. It is recommended to purchase fifty prints at \$100.00 each.

To further enhance the facility the resources available from the City of Hamilton and local business will be sought by Management and used to our full advantage.

2) MECHANICAL EXTENSION LADDER

\$ 4,000.00

A mechanical extension ladder is required in order to reach the ceiling of Chedoke Hall and Wentworth Exhibition Hall. At the present time, we have Ainsworths' "High Horse" available for clients who need to decorate the rooms for their functions, and to satisfy the needs of the Convention Centre.

The ladder is self supporting and would allow access to the ceiling from any location in the room.

3) STAGING

\$ 8,000.00

An additional 12 - 4' X 8' X 24" staging units with skirting is required to meet our clients' needs. There have been several occasions over the past two years where it has been necessary to obtain stage units from outside the facility in order to construct staging and raised platforms for head tables. At times we are unable to locate additional units, thereby causing an inconvenience to our clients.

With an increase in business and the likelihood of several functions occurring at the same time, our present units do not suffice. During the few days of October of this year, we have been in this predicament on two occasions.

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4) REFRIGERATION UNIT

\$6,800.00

An additional walk-in refrigerator is required. The three refrigerators that are in the facility are not adequate for our needs, particularly when there are one or two large cold buffets in progress. There have been occasions where we have had to design the menu around the amount of refrigeration space available. Also it is a burden on the kitchen when the refrigerators are completely filled.

An additional unit would increase preparation and storage efficiency. The unit would be located in the alcove adjacent to the Chef's office.

5) FENCING

\$3,500.00

Since the opening of this facility, storage of our equipment has been a problem.

During consumer shows, when the space is rented on a square foot basis, there is little requirement for our equipment. During these shows, there is not enough storage available for all chairs, tables, and the rolled carpet from Chedoke Hall. In these instances, the chairs are stored in the coat check areas, which is in full view of the public and also in the loading dock area.

Once the staff change rooms are constructed, that option will not be available to us.

There is a definite need for a staff lounge, which the majority of businesses would normally provide. It is suggested that the lounge be located in the second floor storage room adjacent to room 203.

In order to solve the storage problem, the following proposal for fencing would be submitted for approval:

Firstly, an area approximately 10' X 50' along the wall in the docking area where the Hussey seating is currently stored.

In this area we would be able to store 100 - 6' tables, 25 - 5' diameter round tables and the two dance floors.

The first thing I noticed when I stepped out of the car was the cold. It was a sharp contrast to the warm blanket of the car. I looked around, trying to get my bearings. The street was empty, the only sound being the distant hum of traffic. I felt a sense of isolation, a feeling that I was alone in a vast, unfamiliar world. The air was crisp and clear, and I could see the stars in the night sky. It was a beautiful sight, but it also made me feel even more alone. I took a deep breath, trying to steady myself. The cold was a good thing, it made me feel alive. I walked forward, my feet crunching on the snow. The world was silent, and I was the only one here. It was a strange feeling, but I knew I had to keep going. I walked until I was tired, until my legs felt like lead. Then I stopped, leaning against a tree. I looked up at the stars, feeling a sense of peace. The cold was no longer a burden, it was a friend. I closed my eyes, feeling the warmth of the sun on my face. I was home.

I had been told that the weather was bad, but I didn't know how bad. The rain was coming down in sheets, and the wind was howling. I was stuck in the car, unable to move. The driver was trying to get out, but the rain was too heavy. I was trapped, and I was alone. I looked out the window, trying to see through the rain. The world was a blur of water and light. I felt a sense of helplessness, a feeling that I was at the mercy of the elements. The rain was cold and wet, and it was making me feel even more alone. I took a deep breath, trying to steady myself. The rain was a good thing, it made me feel alive. I closed my eyes, feeling the warmth of the sun on my face. I was home.

I had been told that the weather was bad, but I didn't know how bad. The rain was coming down in sheets, and the wind was howling. I was stuck in the car, unable to move. The driver was trying to get out, but the rain was too heavy. I was trapped, and I was alone. I looked out the window, trying to see through the rain. The world was a blur of water and light. I felt a sense of helplessness, a feeling that I was at the mercy of the elements. The rain was cold and wet, and it was making me feel even more alone. I took a deep breath, trying to steady myself. The rain was a good thing, it made me feel alive. I closed my eyes, feeling the warmth of the sun on my face. I was home.

FENCING (Cont'd)

This would still leave enough room to secure our dollies and valued items that belong to our clients. The construction of this area would secure all items that are waiting for repair and presently stored in the loading dock area where they are susceptible to theft.

Secondly, the present storage area adjacent to Room 203 would be reduced to an area 10' X 25' and secured by fencing.

In this area, we would be able to store 100 - 6' classroom tables, 25 - 5' diameter round tables, and 22 round coffee tables.

6) LIGHTS FOR BATONS

\$ 4,800.00

At the present time, we are unable to hi-lite the head table for dinner functions unless arrangements are made with an outside organization.

The purchase of 12 stage lights will give us that flexibility and satisfy the needs of our clients.

A charge rate in the amount of \$25.00 per light can be established for client use. It is expected that there would be a need for lighting at least once a month or 12 times per year. The average requirement would be four lights at a cost of \$100.00. The return on the investment would be \$1200.00 per year. The cost of the lights would be realized over a period of four years.

7) CONVERSION OF LIGHTING CONTROL

\$ 3,000.00

At the present time, clients do not have access to the lighting controls in Chedoke Hall, Wentworth, Exhibition Hall, Webster Room, Albion Room and Room 314. This obviously is an inconvenience and annoying to the client.

In order that the clients have control of the lighting, it has been necessary until now to leave the closet door open which leaves us susceptible to damage and malfunction of sound equipment.

CONVERSION OF LIGHTING CONTROL (Cont'd)

There are several occasions whereby we have not been informed that the client requires access to lighting controls. In these instances, the client has to try to locate someone to open the closet which is not only inconvenient but time consuming.

To correct this problem, it is recommended that all lighting controls be moved from inside the closet to the wall adjacent to the closet. There is a total of fifteen closets in the five rooms.

An estimate has been received from our electrical contractor that currently provides the electrical maintenance for the facility.

8) LIGHTING SYSTEM FOR SERVICE

\$ 4,000.00

A series of red, green and orange lights with a control switch located in each of the three salons of Chedoke Hall is required to co-ordinate service for large dinner functions.

Presently, the team consisting of two waitstaff, who service the head table is designated as the lead team which all other teams in the hall are instructed to follow.

When the lights are lowered, it is very difficult for the staff to see the lead team for direction.

The installation of this system will enable all waitstaff to work in unison.

An estimate has been received from our electrical contractor that currently provides the electrical maintenance for the facility.

9) CONTINGENT FUNDS

\$10,900.00

TOTAL \$50,000.00



HAMILTON CONVENTION CENTRE

REPORT TO OPERATIONS AND THE AUDIT/FINANCE COMMITTEE

RESPECTING

1983 CAPITAL REQUEST

Attached is a request for a capital purchase as follows:

Telephone Extension - Head Cashier	<u>\$1,780.00</u>
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The above figure includes tax and approximately 10% (rounded) has been added in accordance with the committee guidelines.

It is therefore recommended that the above request be approved.

William J. Penfold,
General Manager.

WJP:gh
Attach.



UNITED STATES OF AMERICA

DEPARTMENT OF THE INTERIOR

MINERAL LANDS

LAND OFFICE

Washington, D. C.

February 1, 1900

The Commissioner of the General Land Office,
Washington, D. C.

Dear Sir:

Very respectfully,
Your obedient servant,

Very truly,
Your obedient servant,

MEMO TO: William Penfold

FROM: Stephen Dockman

DATE: May 14, 1984

RE: Telephone Extension - Head Cashier

As you are aware the Head Cashier will be moving from her temporary location in the former Show Service office on the first floor to her permanent office in the "Parcel Cage" that was just recently constructed on the second floor.

A telephone extension is necessary for her to operate efficiently from that area. However, all station line cards are full. In order to provide an extension we have to purchase an additional eight station line card for our Mitel SX 100 - 205 telephone system. We currently have five-line cards which are now full with the installation of the two elevator telephones.

There will be additional extensions required in the future so we will be able to utilize the additional lines that the station line card provides.

A quotation has been received from Aatel Communications Inc., a division of Intercom Sales and Installations, the company that originally supplied all our telephone equipment, in the amount of \$1514.00 plus 7% Provincial Sales Tax.

As this is the only company that can supply the additional station line card, I recommend that we proceed with the installation of the telephone extension by Aatel Communications in accordance with their quotation for the cost of \$1619.98



Stephen H. Dockman
Director of Operations

SD:gh

cc.: John Leuser

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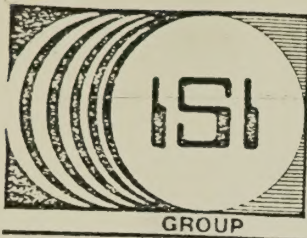
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MAY 10 1984

AATEL COMMUNICATIONS INC.

A TELEPHONE COMPANY

249 Stone Church Road East, Hamilton, Ontario L9C 5S3 (416) 387-0012

Tuesday May 8th, 1984

Hamilton Convention Centre
115 King Street West
2nd Floor
HAMILTON, Ontario
L8P 4T9

Attention: Mr. Steve Dockman

Dear Sir:

Further to our conversation on Tuesday May 1st/84 the following is your cost to add on a extra set in room 219.

1 Single Line Touch Tone Set	\$ 98.00
1 8 Station Line Card	1,256.00
Installation	120.00
Hardware	40.00
Total	\$ 1,514.00
Tax	Extra

Please find enclosed a cost to add sheet for your Mitel SX100-205. If I can be of any further assistance please do not hesitate to call me at 387-0012.

Yours truly,

A handwritten signature in cursive script, appearing to read 'G. Chaput'.

Gordon B. Chaput
Communications Consultant
Vice President of Sales

GBC/dc

Encl.



HAMILTON CONVENTION CENTRE

REPORT TO OPERATIONS COMMITTEE
AND AUDIT/FINANCE COMMITTEE
ON IMPOSITION OF A 15% REBATE ON

SHOW SERVICE COMPANIES

May 15, 1984

The Operations Committee will recall that the Appendix "A" memorandum was forwarded to the Committee in February, the Committee approved the recommendation, and the recommendation was presented to the Board. Subsequently, the Board referred the item back to management and requested specifically to know the anticipated revenue which would be generated from this rebate collection.

I would first like to deal with total revenues that have been received from Hamilton Convention & Show Services (HCSS) since the opening of the Centre. These are:

	<u>Total Billing</u> <u>H.C.S.S.</u>	<u>15% Rebate</u>
Christian Booksellers Association Show - 1982	\$5,965	\$895
Women's World - 1983	\$4,269	\$640
Ford Show - 1983	\$35,335	\$5,300

One would have thought that there would be more shows than those listed, but, according to HCSS, it is very difficult to bid competitively when one has 15% added to their charges and the competition does not. However, when a lucrative show such as the Ford Show above comes to the HCC, the rebate can be impressive.

In this regard, therefore, Appendix "B" lists the 1984 Trade Shows together with an estimated rebate to the Centre of \$7,125 annually.

By instituting the 15% rebate on all show service companies, the following advantages accrue:

- (a) There is additional revenue; and
- (b) HCSS can compete on an equal footing.



STANDARD FORM NO. 64

OFFICE OF THE SECRETARY OF THE ARMY WASHINGTON, D. C. 20315 MEMORANDUM FOR THE SECRETARY

100-100000

The following information was received from the Department of the Army, Office of the Secretary, on 10/10/54. It is requested that you advise the Department of the Army, Office of the Secretary, of the results of your review of this information.

The information was received from the Department of the Army, Office of the Secretary, on 10/10/54. It is requested that you advise the Department of the Army, Office of the Secretary, of the results of your review of this information.

Very truly yours,
[Signature]

Enclosure
100-100000
100-100000
100-100000
100-100000

The following information was received from the Department of the Army, Office of the Secretary, on 10/10/54. It is requested that you advise the Department of the Army, Office of the Secretary, of the results of your review of this information.

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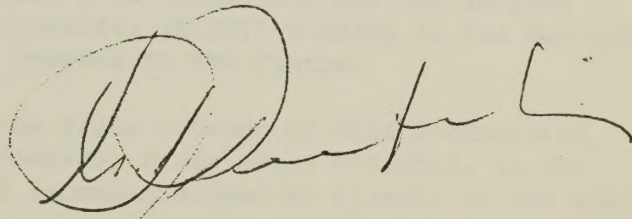
The following information was received from the Department of the Army, Office of the Secretary, on 10/10/54. It is requested that you advise the Department of the Army, Office of the Secretary, of the results of your review of this information.

May 15, 1984

The Board should also be aware of the initial negative impact on the show services companies. However, it is felt that the charge is fair and the revenue is important.

If the Board approval is given, it would be the intention of the Centre to advise all show services companies immediately; however, a long lead time is necessary because contracts have already been signed for 1984. The rebate would thus be effective January 1, 1985.

It is therefore strongly recommended that a 15% rebate on the gross charged by show services companies to show producers be brought into effect at the Hamilton Convention Centre, effective January 1, 1985.

A handwritten signature in dark ink, appearing to read 'W. Penfold', with a large, stylized initial 'W' and a long horizontal stroke extending to the right.

William J. Penfold,
General Manager.

WJP:bc

Attach.

1. The first part of the report deals with the general situation of the country and the results of the survey.

2. The second part of the report deals with the results of the survey and the conclusions drawn from them.

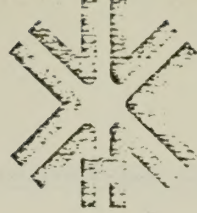
3. The third part of the report deals with the results of the survey and the conclusions drawn from them.

4. The fourth part of the report deals with the results of the survey and the conclusions drawn from them.

5. The fifth part of the report deals with the results of the survey and the conclusions drawn from them.

6. The sixth part of the report deals with the results of the survey and the conclusions drawn from them.

7. The seventh part of the report deals with the results of the survey and the conclusions drawn from them.



HAMILTON CONVENTION CENTRE

February 15, 1984

MEMO TO OPERATIONS COMMITTEE

ON

15% REBATE FROM TRADE SHOW SERVICE COMPANIES

For some time now, I have been concerned with show service companies other than the Centre's official show service company (Hamilton Convention & Show Services (HCSS)) working in the building without any rebate of their revenue to the Centre.

At present, 15% of the gross revenue of HCSS accumulated at the Centre is rebated. However, HCSS, while official, is not exclusive, and despite staff recommendations to clients to use HCSS, it is by no means mandatory for a client to comply. On the contrary, in many cases (Home Show, Garden Show, etc.) other show services companies are used. In effect, those companies are using the Centre free of charge.

With Board approval, it would be my intention to advise all the show services companies in the Toronto/Hamilton area that a 15% rebate would apply to gross revenue effective April 1, 1984, and is therefore recommended.

William J. Penfold,
General Manager.

WJP:bc

APPENDIX "B"

HAMILTON CONVENTION CENTRE

1984 TRADE SHOWS

<u>TRADE SHOWS</u>	<u>SHOW SERVICE COMPANY</u>	<u>ESTIMATED SHOW SERVICE BILLING</u>
<u>MAJOR SHOW SERVICE REVENUE PRODUCING TRADE SHOWS</u>		
Hamilton Home Show February 28 - March 5	Panex Show Services	\$ 9,000
Women's World '84 May 2 - 7	Hamilton Convention & Show Services	4,500
Christian Booksellers August 4 - 8	Hamilton Convention & Show Services	7,000
Better Living Show September 19 - 24	1984 Hamilton Convention & Show Services	9,000
Hamilton Industrial Exhibition - April 17 - 19	1984 Design Craft	8,000
<u>LESSER SHOW SERVICE REVENUE PRODUCING TRADE SHOWS</u>		
Garden & Flower Festival - March 15 - 19	Complete Rent-Alls	1,500
Cars are the Stars March 29 - April 1	Only 2 or 3 Booths in the Show - Supplier Unknown	1,000
Time of Your Life Show June 20 - 24	Complete Rent-Alls	1,500
Hamilton International Auto Show - October 22 - 29	1983 Complete Rent-Alls	3,000
Speedsport November 15 - 18	Complete Rent-Alls	2,000
Winter Festival of Friends November 26 - December 3	Complete Rent-Alls	<u>1,000</u>
TOTAL:		\$47,500
TOTAL ANNUAL REBATE \$47,500 x 15% = \$7,125.		<u><u> </u></u>



HAMILTON CONVENTION CENTRE

May 17, 1984

REPORT TO BOARD COMMITTEES

ON

PART-TIME STAFF WAGE INCREASE

The Committee will recall in 1983 that part-time staff wage rates were increased effective June 1st, 1983 to bring them in line with the downtown hotels. For 1984, I am informed that the Royal Connaught will increase part-time wages 4.5% and the Holiday Inn 4%. To be consistent, the Board should now consider a cost-of-living increase for 1984.

The City has not established a wage increase percentage for union staff because negotiations are not yet complete. However, non-union staff have been awarded their step increases which amount to between 4 and 5%. This 4 - 5% is within the Provincial limit for public organizations set by the Inflation Restraint Board. The Board of Directors approved full-time step increases last month which amounted to a 4.41% increase.

The official inflation rate from Stats Canada was 5.8% for 1983.

It is therefore recommended that part-time staff receive a 5% wage increase effective January 1, 1984 because:

- (a) The downtown hotels are raising part-time wages;
- (b) The full-time staff have received a 4.41% increase;
- (c) The cost-of-living increase for 1983 was 5.8%.

The Board should note that a 5% part-time wage increase has been budgeted for 1984.

William J. Penfold,
General Manager.

WJP:bc

HAMILTON CONVENTION CENTRE

UNAUDITED OPERATING RESULTS

FOR THE FOUR MONTH

PERIOD ENDED APRIL 30, 1984

I N D E X

OPERATING RESULTS FOR

THE FOUR MONTH

PERIOD ENDED APRIL 30, 1984

Introduction

Revenue recap 3301
Rental Revenues 3301 - 10
Food & Beverage Banquets 3301 - 20
Other Revenue 3301 - 30

Expenditures Recap 3321
Administration 3321 - 01
Information Desk 3321 - 06
Building Maintenance 3321 - 10
Purchasing/Receiving 3321 - 20
Marketing/Sales 3321 - 30
Food & Beverage - Administration 3321 - 50
Food & Beverage - Kitchen 3321 - 52
Food & Beverage - Banquets 3321 - 54
Food & Beverage - Wastage 3321 - 58
Part-Time Labour Utilization Report
Analysis of Food & Beverage Costs
Inventories
Aging of Accounts Receivable

Account Number 3301 indicates Revenues

Account Number 3321 indicates Expenditures

Page 1.
Page 2.
Page 3.
Pages 4, & 5.

Page 6.
Pages 7, & 8.
Page 9.
Pages 10, & 11.
Page 12.
Page 13.
Page 14.
Page 15.
Pages 16, & 17.
Page 18.
Page 19.
Page 20.
Page 21.
Page 22.

UNITED STATES DEPARTMENT OF AGRICULTURE

WATER RESOURCES DIVISION
WASHINGTON, D. C. 20250
OFFICE OF THE CHIEF HYDROLOGIST
WASHINGTON, D. C. 20250

1. Name of the project or activity:

2. Date of report:

3. Name of the person or organization responsible for the project:

4. Name of the person or organization that prepared the report:

5. Name of the person or organization that reviewed the report:

HAMILTON CONVENTION CENTRE
UNAUDITED FINANCIAL REPORT FOR THE FOUR
MONTH PERIOD ENDED APRIL 30, 1984

Enclosed are the operating results for the month of April and the four month period ended April 30, 1984, which indicate deficits of approximately \$17,600 and \$125,150, respectively.

It should be noted that the operating deficit of \$125,150 for the four month period ended April 30, 1984 is well within the Centre's four month budgeted deficit of \$141,500. This is noteworthy since it indicates a budgetary surplus of approximately \$16,350 which arose primarily due to:

- (1) revenues for the four month period exceeding budget by \$9,430 or 2.0%; and
- (2) below budget expenditures in respect of advertising, promotion and purchases of miscellaneous equipment, china, glassware, silver and linen.

A COMPARISON OF THE FOUR MONTH DEFICIT
FOR 1984 WITH THAT INCURRED FOR 1983

The four month deficit of \$125,150 for 1984 compares favorably with the \$142,496 deficit for 1983 due largely to:

- (1) the profit margin earned on additional revenues of \$39,402 in 1984; and
- (2) a decrease in 1984 of approximately \$55,717 in professional fees incurred in 1983 in respect of the litigation and the Thorne, Stevenson & Kellogg Salary Study.

However, largely offsetting the above favourable factors are the following:

- (1) increased repairs and maintenance expenditures of approximately \$16,602 in 1984. This has occurred primarily as a result of the Centre's warranties expiring in May, 1983;

con't...

The first part of the report is a general introduction to the subject of the study. It discusses the importance of the study and the objectives of the research. It also provides a brief overview of the methodology used in the study.

The second part of the report is a detailed description of the study. It includes a description of the sample, the data collection methods, and the analysis techniques used. It also discusses the results of the study and the conclusions drawn from the data.

The third part of the report is a discussion of the findings of the study. It discusses the implications of the findings for the field of study and provides suggestions for further research. It also includes a conclusion and a list of references.

The fourth part of the report is a list of references. It includes a list of all the sources used in the study, including books, articles, and other documents. It also includes a list of the authors of the sources.

The fifth part of the report is a list of appendices. It includes a list of all the supplementary materials used in the study, including tables, figures, and other documents. It also includes a list of the authors of the materials.

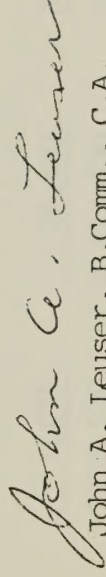
The sixth part of the report is a list of acknowledgments. It includes a list of all the individuals and organizations that provided support and assistance during the study. It also includes a list of the authors of the acknowledgments.

The seventh part of the report is a list of the authors of the report. It includes a list of all the individuals who contributed to the study and the report. It also includes a list of the authors of the report.

- (2) increased advertising and promotional expenditures of \$10,173 in 1984;
- (3) increased salary and benefit costs of \$11,736 in 1984; and
- (3) increased food costs of approximately \$11,786 in 1984 as a result of a rise in the Centre's food cost percentages from a rate 31.1% of food sales in 1983 to 36.4% in 1984. It should, however, be noted that the Centre's food cost performance has improved during that past two months.

If you have any questions, please contact either Mr. William Penfold, the General Manager or myself.

Yours very truly,



John A. Leuser, B.Comm., C.A.
Director of Finance
May 15, 1984

JAL:ac

HAMILTON CONVENTION CENTRE

Account Number 3301 indicates Revenue detail
Account Number 3321 indicates Expense detail

Actual Operating Results For The Four Month Period Ended April 30, 1983	Description	Budgeted Operating Results For		Actual Operating Results For		Percentage Of Total 1984 Annual Budget Spent Or Achieved
		The Year Ended December 31, 1984	The Four Month Period Ended April 30, 1984	The Month Of April, 1984	The Four Month Period Ended April 30, 1984	
	Revenue:					
\$ 106,381	Rentals, etc, 3301 - 10	\$ 311,150	\$ 115,800	\$ 38,371	\$ 114,672	36.9%
303,546	F & B Banquets, etc. 3301-20	1,257,000	325,100	81,080	332,966	26.5%
22,901	Other Operating Revenue 3301-30	81,850	21,900	6,079	24,592	30.0%
\$ 432,828	Revenue from Operations	\$1,650,000	\$ 462,800	\$125,530	\$ 472,230	28.6%
575,324	Less Total Expenditures as shown on page 6.	2,096,950	604,300	143,130	597,380	28.5%
\$ 142,496	Excess of Expenditures Over Revenue From Operations	\$ 446,950	\$ 141,500	\$ 17,600	\$ 125,150	28.0%
\$ 159,300	Contribution from the City Of Hamilton 3301-02	446,950(1)	141,500	20,500	141,500	31.8%
\$ 16,804	Budgetary Surplus	\$ Nil	\$ Nil	\$ 2,900	\$ 16,350	

Note: It should be noted that:

- (a) The operating statements have been prepared on the accrual basis of accounting; and
 - (b) No provision has been made in the operating statement in respect of the litigation.
- (1) An additional \$43,050 is being held in the City's contingency reserve in order to provide for 1984 salary and wage rate increases.

Actual Operating Results For The Four Month Period Ended April 30, 1983	Description	Budgeted Operating Results For		Actual Operating Results For		Percentage Of Total 1984 Annual Budget Spent Or Achieved
		The Year Ended December 31, 1984	The Four Month Period Ended April 30, 1984	The Month Of April, 1984	The Four Month Period Ended April 30, 1984	
\$ 22,901	Other Operating Revenue - 3301 - 30 -	\$ 81,850	\$ 21,900	\$ 6,079	\$ 24,592	30.0%
\$ 10,087	Audio-Visual, Electrical, Lighting & Operating Equipment Recoveries - 50	\$ 44,000		\$ 2,114	\$ 11,158	25.4%
114	Staff Time Recoveries - Bartenders - 60	700		126	186	26.6%
125	Staff Time Recoveries - Wait Staff - 61	310		18	534	172.3%
3,921	Staff Time Recoveries - Cashiers - 62	9,000		365	4,402	48.9%
2,034	Staff Time Recoveries - Security - 63	10,000		2,487	4,294	42.9%
2,320	Staff Time Recoveries - Porters - 64	3,500		249	267	7.6%
1,154	Staff Time Recoveries - Janitors - 67	4,000		468	1,098	27.5%
-	Staff Time Recoveries - Elevator Operator - 68	-		-	-	- %
-	Corkage Recoveries - 70	-		-	-	- %

Actual Operating Results For The Four Month Period Ended April 30, 1983	Description	Budgeted Operating Results For		Actual Operating Results For		Percentage Of Total 1984 Annual Budget Spent Or Achieved
		The Year Ended December 31, 1984	The Four Month Period Ended April 30, 1984	The Month Of April, 1984	The Four Month Period Ended April 30, 1984	
\$ 768	Ticket Sales - 89	\$ -		\$ -	\$ -	- %
(768)	Settlement of Events Clearing - 90	-		-	-	- %
825	Cigarette Sales - 92	2,640		257	1,134	43.0%
85	Bell Canada Commission - 93	300		74	180	60.0%
-	Retail Sales Tax Compensation -94	900		-	-	- %
-	Sale of Hamilton Games - 97	-		-	-	- %
2,236	Miscellaneous Recoveries - 99	6,500		(79)	1,339	20.6%

Actual Operating Results For The Four Month Period Ended April 30, 1983	Description	Budgeted Operating Results For		Actual Operating Results For		Percentage Of Total 1984 Annual Budget Spent Or Achieved
		The Year Ended December 31, 1984	The Four Month Period Ended April 30, 1984	The Month Of April, 1984	The Four Month Period Ended April 30, 1984	
\$ 575,324	Expenditures - 3321 -	\$ 2,096,950	\$ 604,300	\$ 143,130	\$ 597,380	28.5%
\$ 155,126	Administration - 01	\$ 335,060	\$ 111,203	\$ 27,030	\$ 107,581	32.1%
3,725	Information Desk - 06	18,800	5,454	1,374	6,415	34.1%
95,515	Building Maintenance - 10	353,720	111,088	31,238	114,200	32.3%
9,374	Purchasing/Receiving - 20	32,870	10,879	2,637	11,134	33.9%
34,314	Marketing & Sales Promotion - 30	262,310	51,432	9,916	46,151	17.6%
32,445	F & B Administration - 50	78,060	26,429	5,862	24,934	31.9%
116,012	F & B Kitchen - 52	480,510	133,442	31,305	135,401	28.2%
128,726	F & B Banquet - 54	535,620	154,373	33,768	151,535	28.3%
87	F & B Wastage - 58	-	-	-	29	- %

Actual Operating Results For The Four Month Period Ended April 30, 1983	Description	Budgeted Operating Results For		Actual Operating Results For		Percentage Of Total 1984 Annual Budget Spent Or Achieved
		The Year Ended December 31, 1984	The Four Month Period Ended April 30, 1984	The Month Of April, 1984	The Four Month Period Ended April 30, 1984	
\$ 155,126	Administration 3321 - 01 -	\$ 335,060	\$ 111,203	\$ 27,030	\$ 107,581	32.1%
\$ 65,587	Salaries - 01	\$ 209,630	\$ 69,131	\$ 15,529	\$ 67,293	32.1%
-	Temporary Help-Office - 02	5,000	4,100	769	4,119	82.4%
450	Long Term Disability Premium - 04	1,870	623	- 379	1,772	94.8%
4,686	Pensions - 05	15,400	5,133	1,284	5,222	33.9%
1,149	Unemployment Insurance - 07	4,380	1,460	379	1,336	30.5%
2,492	Medical & Hospital - 08	8,800	2,933	818	3,073	34.9%
670	Group Life Insurance - 10	2,920	973	153	613	21.0%
5,953	Telephones - 11	19,500	6,400	1,390	5,498	28.2%
1,464	Recruiting Costs - 12	-	-	-	-	- %
661	Postage - 16	2,400	800	210	775	32.3%
1,224	Office Supplies & Stationery - 21	7,000	2,950	207	2,295	32.8%
(45)	Compensation to Client/Guest For Lost Items, Cleaning, etc. - 25	200	67	51	61	30.5%
-	Repairs & Maintenance - Office Equipment - 31	1,000	333	-	93	9.3%
170	Licences and Permits - 43	500	165	80	163	32.6%
(6)	Bank Charges - 44	100	-	(2)	-	-

Actual Operating Results For The Four Month Period Ended April 30, 1983	Description	Budgeted Operating Results For		Actual Operating Results For	
		The Year Ended December 31, 1984	The Four Month Period Ended April 30, 1984	The Four Month Period Ended April 30, 1984	Percentage Of Total 1984 Annual Budget Spent Or Achieved
\$ 63	Service Charges - 45	\$ 300	\$ 100	\$ 8	40.7%
176	Brink's Charges - Trans- portation of Money - 46	800	272	24	27.0%
13	Credit Bureau Charges - 47	100	33	-	12.0%
-	Provision For Collection Fees - 48	200	67	1	- %
2,000	Provision For Bad Debts - 49	4,800	1,600	400	33.3%
8,604	Consultant's Fee - 56	-	-	-	- %
180	Entertainment Expenses - General Manager - 61	1,560	520	-	11.1%
409	Board of Directors Meetings - 63	2,240	1,025	130	31.5%
(11)	Short (Over) - 66	-	-	-	- %
-	Office Equipment - 71	500	167	-	18.0%
5,150	Rental - Office Equipment - 83	22,000	5,333	1,069	20.4%
31	Travelling - 91	2,460	510	-	7.3%
497	Memberships & Subscriptions - 93	2,100	1,141	-	41.7%
-	Training Courses - 94	3,300	1,100	-	11.1%
8,160	Audit Fees - 97	8,000	2,667	667	33.3%
45,399	Legal Fees - 98	8,000	1,600	3,484	47.2%

Actual Operating Results For The Four Month Period Ended April 30, 1983	Description	Budgeted Operating Results For The Year Ended December 31, 1984	The Four Month Period Ended April 30, 1984	The Month Of April, 1984	Actual Operating Results For The Four Month Period Ended April 30, 1984	Percentage Of Total 1984 Annual Budget Spent Or Achieved
\$ 3,725	Information Desk - 3321 - 06 -	\$ 18,800	\$ 5,454	\$ 1,374	\$ 6,415	34.1%
\$ 2,802	Temporary Help - 02	\$ 15,430	\$ 4,338	\$ 1,092	\$ 5,086	33.0%
45	Pensions - 05	260	73	12	75	28.8%
91	Unemployment Insurance - 07	560	157	20	163	29.1%
571	Tobacco Supplies - 23	1,900	670	196	875	46.1%
216	Cigarette Machine Rental - 87	650	216	54	216	33.2%

Actual Operating Results For The Four Month Period Ended April 30, 1983	Description	Budgeted Operating Results For		Actual Operating Results For		Percentage Of Total 1984 Annual Budget Spent Or Achieved
		The Year Ended December 31, 1984	The Four Month Period Ended April 30, 1984	The Month Of April, 1984	The Four Month Period Ended April 30, 1984	
\$ 95,515	Building Maintenance - 3321 - 10 -	\$ 353,720	\$ 111,088	\$ 31,238	\$ 114,200	32.3%
\$ 5,750	Salaries - 01	\$ 18,980	\$ 6,254	\$ 1,500	\$ 6,273	33.1%
442	Temporary Help - 02	3,610	1,014	-	-	- %
12	Long Term Disability Premium - 04	170	57	37	172	101.2%
416	Pensions - 05	1,510	503	111	452	29.9%
171	Unemployment Insurance - 07	830	277	56	195	23.5%
430	Medical & Hospital - 08	1,340	447	122	490	36.6%
56	Group Life Insurance - 10	190	63	13	51	26.8%
2,000	Water Rates and Sewer Surcharge - 13	6,900	2,300	575	2,300	33.3%
300	Garbage Disposal - 19	1,500	433	202	609	40.6%
-	Decorations - 21	1,000	333	858	858	85.8%
1,654	Cleaning & Washroom Supplies -22	4,500	1,400	209	1,626	36.1%
157	Operating Supplies - 23	1,200	400	13	452	37.7%
27,560	Repairs & Maintenance - Co-Ordinator's Responsibilities (0333-0999) - 31	112,390	37,464	9,366	37,464	33.3%
4,152	Repairs & Maintenance - Building - 33	31,000	6,600	3,778	8,985	29.0%

Actual Operating Results For The Four Month Period Ended April 30, 1983	Description	Budgeted Operating Results For		Actual Operating Results For		Percentage Of Total 1984 Annual Budget Spent Or Achieved
		The Year Ended December 31, 1984	The Four Month Period Ended April 30, 1984	The Month Of April, 1984	The Four Month Period Ended April 30, 1984	
\$ 10,665	Insurance - Fire and Liability - 42	\$ 31,000	\$ 10,333	\$ 2,583	\$ 10,333	33.3%
13,410	Contractual Services - Janitorial - 57	50,000	14,600	3,836	16,228	32.5%
24,592	Contractual Services - Security - 58	69,000	21,500	5,110	20,167	29.2%
1,934	Contractual Services - Various - 60	9,000	3,960	936	3,951	43.9%
1,650	Security-Recoverable From Events - 61	8,000	2,700	1,924	3,427	42.8%
164	Small Tools -73	400	133	9	103	25.8%
-	Rental-Maintenance Equipment - 88	200	67	-	-	- %
-	Miscellaneous Equipment Purchases (Less Than \$750) - 89	1,000	250	-	64	6.4%

Actual Operating Results For The Four Month Period Ended April 30, 1983	Description	Budgeted Operating Results For		Actual Operating Results For		Percentage Of Total 1984 Annual Budget Spent Or Achieved
		The Year Ended December 31, 1984	The Four Month Period Ended April 30, 1984	The Month Of April, 1984	The Four Month Period Ended April 30, 1984	
\$ 9,374	Purchasing/Receiving - 3321 - 20 -	\$ 32,870	\$ 10,879	\$ 2,637	\$ 11,134	33.9%
\$ 6,473	Salaries - 01	\$ 20,780	\$ 6,848	\$ 1,571	\$ 6,847	32.9%
1,604	Temporary Help - 02	7,580	2,527	692	2,679	35.3%
60	Long Term Disability Premium - 04	190	63	41	189	99.5%
503	Pensions - 05	1,670	557	123	533	31.9%
241	Unemployment Insurance - 07	900	300	73	303	33.7%
430	Medical & Hospital - 08	1,340	447	122	490	36.6%
58	Group Life Insurance - 10	210	70	15	57	27.1%
5	Operating Supplies - 23	200	67	-	36	18.0%

Actual Operating Results For The Four Month Period Ended April 30, 1983	Description	Budgeted Operating Results For		Actual Operating Results For		Percentage Of Total 1984 Annual Budget Spent Or Achieved
		The Year Ended December 31, 1984	The Four Month Period Ended April 30, 1984	The Month Of April, 1984	The Four Month Period Ended April 30, 1984	
\$ 34,314	Marketing and Sales	\$ 262,310	\$ 51,432	\$ 9,916	\$ 46,151	17.6%
\$ 20,492	Promotion 3321 - 30 -	\$ 67,070	\$ 22,096	\$ 4,603	\$ 21,717	32.4%
	Salaries - 01					
146	Long Term Disability	610	203	132	579	94.9%
	Premium - 04					
1,555	Pensions - 05	5,100	1,700	348	1,613	31.6%
474	Unemployment Insurance - 07	1,870	623	149	584	31.2%
692	Medical and Hospital - 08	3,970	1,323	368	1,470	37.0%
147	Group Life Insurance - 10	660	220	46	184	27.9%
8,234	Advertising and Promotion - 12	160,130	22,500	3,823	18,407	11.5%
262	Office Supplies - 21	1,500	500	240	478	31.9%
454	Entertainment Expense -					
	Sales Manager - 61	1,500	500	44	211	14.1%
-	Entertainment Expenses -					
	Sales Representative - 63	500	167	39	113	22.6%
55	Travelling - 91	16,400	600	124	446	2.7%
800	Car Allowance - 92	-	-	-	-	- %
1,003	Memberships and Subscriptions					
	-93	2,000	667	-	304	15.2%
-	Training Courses - 94	1,000	333	-	45	4.5%

Actual Operating Results For The Four Month Period Ended April 30, 1983	Budgeted Operating Results For		Actual Operating Results For		Percentage Of Total 1984 Annual Budget Spent Or Achieved
	The Year Ended December 31, 1984	The Four Month Period Ended April 30, 1984	The Month Of April, 1984	The Four Month Period Ended April 30, 1984	
	Description				
\$ 32,445	Food and Beverage -	\$ 78,060	\$ 26,429	\$ 5,862	31.9%
	Client Services -				
	General Administration				
	3321 - 50 -			\$ 24,934	
\$ 26,411	Salaries - 01	\$ 67,460	\$ 22,228	\$ 5,019	32.7%
(2,959)	Gratuity Recoveries on	(13,470)	(3,485)	(860)	23.1%
	Salaries - 02				
237	Long Term Disability	580	193	132	106.4%
	Premium - 04				
2,051	Pensions - 05	5,100	1,700	377	31.9%
2,856	Workmen's Compensation - 06	6,000	2,000	500	8.3%
539	Unemployment Insurance - 07	1,770	590	159	34.0%
792	Medical and Hospital - 08	2,440	813	167	28.6%
234	Group Life Insurance - 10	660	217	45	27.6%
	Office Supplies and Printing				
2,115	- 21	5,500	1,500	793	31.8%
	Entertainment Expenses -				
5	Client Services Manager - 60	630	210	-	- %
	Entertainment Expenses -				
	Client Services Representative				
19	- 61	210	70	-	- %
145	Memberships and Subscriptions	180	60	-	
-	Training Courses - 94	1,000	333	30	8.3%

Actual Operating Results For The Four Month Period Ended April 30, 1983	Description	Budgeted Operating Results For		Actual Operating Results For		Percentage Of Total 1984 Annual Budget Spent Or Achieved
		The Year Ended December 31, 1984	The Four Month Period Ended April 30, 1984	The Month Of April, 1984	The Four Month Period Ended April 30, 1984	
\$ 116,012	Food and Beverage - Kitchen	\$ 480,510	\$ 133,442	\$ 31,305	\$ 135,401	28.2%
	3321 - 52 -					
\$ 31,097	Salaries - 01	\$ 107,140	\$ 34,309	\$ 7,739	\$ 32,916	30.7%
(5,919)	Gratuity Recovery on Salaries - 02	(26,950)	(6,970)	(1,722)	(6,229)	23.1%
3,600	Temporary Help - Cooks and Kitchen Help - 03	17,360	4,495	928	4,326	24.9%
243	Long Term Disability Premium - 04	1,050	350	194	736	70.0%
2,607	Pensions - 05	9,320	3,107	629	2,645	28.4%
907	Unemployment Insurance - 07	4,450	1,483	296	1,206	27.1%
1,452	Medical and Hospital - 08	5,100	1,700	419	1,674	32.8%
7,269	Temporary Help - Stewarding - 09	38,300	9,753	2,276	9,798	25.6%
265	Group Life Insurance - 10	1,120	373	67	269	24.0%
4,016	Cleaning and Operating Supplies - 23	15,000	4,400	1,063	4,555	30.4%
516	Repairs and Maintenance - Kitchen Equipment - 32	7,000	2,200	292	2,366	33.8%
69,959	Food Cost - 64	299,520	77,542	18,943	80,958	27.0%
-	Rental - Operating Equipment - 88	100	33	-	-	- %
-	Miscellaneous Equipment Purchases (less than \$750) - 89	2,000	667	181	181	9.1%

Actual Operating Results For The Four Month Period Ended April 30, 1983	Description	Budgeted Operating Results For		Actual Operating Results For		Percentage Of Total 1984 Annual Budget Spent Or Achieved
		The Year Ended December 31, 1984	The Four Month Period Ended April 30, 1984	The Month Of April, 1984	The Four Month Period Ended April 30, 1984	
\$ 128,726	Food and Beverage - Banquet 3321 - 54 -	\$ 535,620	\$ 154,373	\$ 33,768	\$ 151,535	28.3%
\$ 25,837	Salaries - 01	\$ 93,220	\$ 30,717	\$ 7,295	\$ 30,763	33.0%
(5,919)	Gratuity Recovery on Salaries - 02	(26,950)	(6,970)	(1,722)	(6,229)	23.1%
6,396	Temporary Help - Cashiers - 03	24,140	8,250	1,879	9,961	41.3%
117	Long Term Disability Premium - 04	910	303	201	837	92.0%
2,516	Pensions - 05	10,420	3,425	786	3,258	31.3%
20,158	Temporary Help - Service Staff - 06	85,960	22,750	5,927	23,137	26.9%
1,586	Unemployment Insurance - 07	7,800	2,550	495	2,395	30.7%
793	Medical and Hospital - 08	4,540	1,513	487	1,528	33.7%
20,538	Temporary Help - Porter Staff - 09	82,490	22,300	5,251	20,788	25.2%
175	Group Life Insurance - 10	940	313	69	276	29.4%
6,976	Operating Supplies - 23	22,000	7,100	1,263	6,842	31.1%
910	Meeting Room Supplies - 24	4,000	1,333	-	751	18.8%
3,960	Uniforms, Clothing and Laundry - 27	18,000	4,900	721	4,432	24.6%
5,476	Linen Cleaning - 28	22,500	6,100	1,748	6,696	29.8%

Actual Operating Results For The Four Month Period Ended April 30, 1983	Description	Budgeted Operating Results For		Actual Operating Results For		Percentage Of Total 1984 Annual Budget Spent Or Achieved
		The Year Ended December 31, 1984	The Four Month Period Ended April 30, 1984	The Month Of April, 1984	The Four Month Period Ended April 30, 1984	
\$ 387	Repairs to banquet and meeting room equipment - 32	\$ 2,000	\$ 667	\$ 54	\$ 309	15.5%
29,749	Beverage Costs - 65	136,150	35,119	7,556	35,834	26.3%
-	Replacement - China - 71	3,000	1,000	-	88	2.9%
-	Replacement - Glassware - 72	5,000	1,667	(9)	(11)	- %
-	Replacement - Silver - 73	1,500	500	-	-	- %
-	Replacement - Linen (Felt and Skirting) - 74	4,000	1,333	-	(20)	- %
9,071	Rental - Operating Equipment - 88	32,000	8,836	1,768	9,617	30.0%
-	Miscellaneous Equipment Purchases (Less than \$750) -89	2,000	667	(1)	283	14.2%

HAMILTON CONVENTION CENTRE

PART-TIME LABOUR UTILIZATION REPORT FOR THE FOUR MONTH PERIOD ENDED APRIL 30, 1984

Part-Time Staff	Actual		Budget Based On		Over (Under)
	Amount (including 4% Vacation pay accrued) Net of Recoveries	%	Actual Revenues Achieved	Amount (including 4% Vacation pay accrued) Net of Recoveries	
Cashiers	\$ 5,559	1.7% (1)	\$ 3,996		\$ 1,563
Cooks & Kitchen	4,326	1.9% (2)	4,448		(122)
Stewarding	9,798	2.9% (1)	9,989		(191)
Service	22,417	6.7% (1)	22,642		(225)
Porter	20,521	4.6% (3)	22,382		(1,861)
Information Desk	5,086	1.1% (3)	4,405		681
Maintenance Help	-	- % (3)	1,030		(1,030)
Storeman	2,679	0.60% (3)	2,162		517
	<u>\$ 70,386</u>		<u>\$ 71,054</u>		<u>\$ (668)</u>

(1) As a % of total food and beverage revenue.

(2) As a % of total food revenue.

(3) As a % of total food, beverage and rental revenue.

COMMENT:

For the month of April, 1984, the Centre was under budget in respect of part-time labour costs to the extent of \$741.

HAMILTON CONVENTION CENTRE
ANALYSIS OF FOOD AND BEVERAGE COSTS FOR
THE FOUR MONTH PERIOD ENDED APRIL 30, 1984

<u>Item</u>	<u>Actual</u>		<u>Budget</u>		<u>Over (Under) Budget</u>
	<u>Amount</u>	<u>%</u>	<u>Amount</u>	<u>%</u>	
Food Costs	\$ 80,958	36.4%	\$ 76,720	34.5%	\$ 4,238
Beverage Costs	<u>35,863</u>	32.4%	<u>38,706</u>	35.0%	<u>(2,843)</u>
	<u>\$116,821</u>		<u>\$115,426</u>		<u>\$ 1,395</u>

COMMENTS BY THE DIRECTOR OF FINANCE:

The Centre's food and beverage cost percentages for the month of April, 1984, were favourable at 34.2% and 29.4%, respectively.

HAMILTON CONVENTION CENTRE
A COMPARISON OF INVENTORIES

AT APRIL 30, 1984

WITH THAT AT

MARCH 31, 1984,

APRIL 30, 1983

AND DECEMBER 31, 1983

<u>Type of Inventory</u>	<u>April 30, 1984</u>	<u>March 30, 1984</u>	<u>April 30, 1983</u>	<u>December 31, 1983</u>
Liquor	\$ 25,453.69	\$ 27,188.24	\$ 29,825.35	\$ 23,404.26
Food	20,175.18	17,528.30	23,787.92	18,349.39
Tobacco	570.44	439.71	448.80	459.01
Dry Goods	10,820.26	12,090.05	9,953.71	11,062.60
Pop Cannisters	<u>4,601.00</u>	<u>5,167.00</u>	<u>3,684.00</u>	<u>4,644.00</u>
	<u>\$ 61,620.57</u>	<u>\$ 62,413.30</u>	<u>\$ 67,699.78</u>	<u>\$ 57,919.26</u>

HAMILTON CONVENTION CENTRE
AGING OF ACCOUNTS RECEIVABLE
AS AT APRIL 30, 1984

Total Accounts Receivable	30 Days Or Less	31 To		61 To		Over	
		60	Days	90	Days	90	Days
\$ 52,072	\$ 46,154 (1)	\$ 4,767 (2)	\$ -	\$ 1,151 (3)			
100%	88.6%	9.2%	- %	2.2%			

- (1) As at May 14, 1984 subsequent payments of \$11,966.00 have been received.
- (2) As at May 14, 1984 subsequent payments of \$2,784.00 have been received.
- (3) As at May 14, 1984 subsequent payments of \$100.00 have been received.

Comment:

Included in total accounts receivable of \$52,072 is \$31,916 in accrued invoices relating to April functions processed in May, 1984.

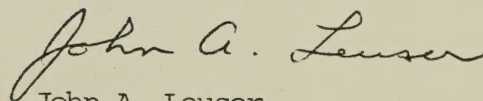
REPORT TO THE AUDIT/FIANCE
COMMITTEE OF THE BOARD OF DIRECTORS

In accordance with the Board's policy of approving expenditures in excess of \$5,000 for payment, I submit MacGillivray & Co.'s billing to the Board for approval.

My recommendation to the Board is that MacGillivray & Co.'s billing be approved for payment. Their fee of \$7,800 represents:

- (1) a \$1,600 reduction from their quotation of \$9,400 for 1983; and
- (2) a \$1,200 reduction from their charge of \$9,000 for 1982.

It should be noted that MacGillivray & Co.'s quotation for 1984 is \$8,000 which represents an increase of \$200 or 2.6% over that charged for 1983.



John A. Leuser
Director of Finance

May 4, 1984

JAL:ac

REPORT OF THE SECRETARY OF THE ARMY

The Secretary of the Army has the honor to acknowledge the receipt of your letter of the 10th inst. and in reply to inform you that the same has been forwarded to the proper authorities for their consideration.

The Secretary of the Army has the honor to acknowledge the receipt of your letter of the 10th inst. and in reply to inform you that the same has been forwarded to the proper authorities for their consideration.

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The Secretary of the Army has the honor to acknowledge the receipt of your letter of the 10th inst. and in reply to inform you that the same has been forwarded to the proper authorities for their consideration.

Very respectfully,
Your obedient servant,
[Signature]

Very respectfully,
Your obedient servant,
[Signature]

MacGillivray & Co.

Chartered Accountants

TEL. (416) 523-7732

4 HUGHSON STREET SOUTH, 7TH FLOOR, MPO BOX 679
HAMILTON, ONTARIO L8N 3M5

MAY 1 1984

The Hamilton Convention Centre
115 Main Street West
HAMILTON, Ontario
L8P 4T9

16250

No. 265

TO FEE FOR SERVICES RENDERED

Apr. 26/84

For the financial year ended December 31,
1983 including examination of the books and
records of the Centre; examination of annual
financial statements for the year ended
December 31, 1983

Our fee

\$ 7,800.

Less interim

1,500.

\$ 6,300.

Black & White

Black & White
The only one of its kind in the world

The only one of its kind in the world
The only one of its kind in the world
The only one of its kind in the world

The only one of its kind in the world
The only one of its kind in the world
The only one of its kind in the world

100
100
100



HAMILTON CONVENTION CENTRE

MEETING OF THE BOARD OF DIRECTORS

JUNE 25, 1984

JUL 9 1984

CA 4 ON HBL V&B

A31

1984

Albion "C":
7:30 P.M.

1. Chairman's Remarks
2. Review of Minutes of May 28, 1984
2.1 Errors/Omissions
2.2 Motion for Approval
3. Business Arising From the Minutes:
3.1 Personnel Sub-Committee Report
4. Correspondence:
4.1 Letters dated June 13, 1984 and June 15, 1984 from
Messrs. Schnurr and DeNardis Regarding the C.H.C.H.
T.V. 30th Anniversary Party
4.2 Letter dated June 15th from Mr. G. Barrett from
C.A.O.M. Regarding Marketplace
5. New Business:
5.1 General Manager's Report
5.2 Operations Committee Report
5.3 Audit & Finance Committee Report
6. Other Business:
7. Date of Next Meeting:
8. Adjournment:

pb:22/6/84



REFERENCE:

BOARD OF DIRECTORS OF THE HAMILTON CONVENTION CENTRE

FOR ACTION BY

Regular Meeting - May 28, 1984

7:30 P.M. - Albion "C"

Present: Mr. D. O. Braley, Chairman of the Board
 Mr. K. L. Clark
 Alderman B. Hinkley
 Alderman H. Merling
 Alderman J. Bethune

Regrets: Ms. J. Street
 Mr. W. Stetson

Also Present: Mr. W. J. Penfold, General Manager
 Mr. J. A. Leuser, Director of Finance
 Ms. P. Bennett, Secretary

1. Chairman's Remarks

Chairman's
 Welcome

The Chairman called the meeting to order. The Secretary confirmed that Board Members had been properly notified; the meeting was regularly constituted for business. It was noted that Mr. Yates is out of the country and that Mr. Waxman is still recuperating from surgery. Mr. Braley welcomed everyone to the meeting and extended a formal welcome to Pat Bennett as the new Board Secretary.

The Chairman advised that he had received a letter from Mrs. Bonnie Cook expressing appreciation for the arrangement of Spring flowers which were sent to her on behalf of the Board of Directors.

Review of
 April 30, '84
 Minutes

2. Review of Minutes - April 30, 1984(a) Errors/Omissions

- (i) the minutes to be noted that the April 30th meeting took place in Albion "A";
- (ii) the minutes to be noted that Mr. Braley did not receive the Financial Review:Fiscal 1984 report for March 1984 in his Board package;
- (iii) the minutes to be noted that Mr. Braley did not receive the Schedule of 1984 Annual Salary Step Increases in his Board package.

Secretary

MOVED by Alderman Bethune, seconded by Mr. Clark that the minutes of the April 30, 1984 regular Board Meeting be accepted as amended. MOTION CARRIED.

3. Business Arising From the Minutes

No items were raised for discussion.

General
Manager's
Report

4. New Business:

4(a) General Manager's Report

Mr. Penfold presented the General Manager's April 1984 report. In addition to the report, Mr. Penfold advised that the Convention Centre has accepted the temporary assignment of Bruce McNiven, an instructor with Niagara College, for a four to six week period, which will enable Mr. McNiven to gain valuable experience in the Convention Centre industry.

In response to Alderman Hinkley's query regarding a discrepancy in the Financial Review:Fiscal 1984 report, Mr. Penfold advised that he will ensure that in future, the charts are uniform.

General Manager

Arena Trade
Centre
Advisory
Committee

It was clarified that the City of Hamilton pays the salary of the Arena/Trade Centre's marketing representative, Joe Tsao. As well, it was noted that Mr. Tsao was hired by and reports to Mr. Penfold. It was clarified that Mr. Penfold was entrusted by the City to assist the City's Trade Centre Arena Advisory Committee in the capacity of Interim General Manager of the Trade Centre Arena to temporarily administer the facility until such time as the new Board is in place and a permanent General Manager has been hired. Further, it was stated that no member of the Hamilton Convention Board has responsibility(ies) to the Trade Centre Arena Advisory Committee.

The Board received the General Manager's April 8th report for information; a copy of the report is attached hereto.

Operations
Committee
Report

4(b) Operations Committee Report

Mr. Clark presented the May 22, 1984 Operations Committee Report, a copy of which is attached.

Delegation
Hamilton &
District
Council of
Women

Item 1. Delegation - Hamilton and District Council of Women

Mrs. M. Beattie, as spokesperson of the Hamilton and District Council of Women, made a presentation to the Operations Committee regarding the appearance of the Peter Adonis Traveling Fantasy Show at the Convention Centre. Mrs. Beattie clarified that recent letters also expressing concern which had appeared in The Spectator were not written by persons affiliated with the Council of Women.

Receipt of
Correspondence

Petition
From
Concerned
Hamiltonians

Miss Nude
World 1984
Pageant

Letter from
Mrs. Tozzi

Adult
Entertain-
ment Parlour
Licence

Item 2. Receipt of Correspondence Regarding Adult
Entertainment Parlour Licence

2.1 Petition From Concerned Hamiltonians

The Committee referred a petition which had been received at the Convention Centre from concerned citizens regarding the appearance of male strippers anywhere in Hamilton to the City's Legislation Committee for action.

Operations
Committee

2.2 Letter from Mr. C. Alkerton Dated April 23, 1984:
Miss Nude World

Following a review of Mr. Alkerton's request that the 1984 Miss Nude World Pageant be held at the Convention Centre and as directed by an April 30th Board motion to review the issue, the Committee unanimously agreed that the event not take place at the Convention Centre.

The Board reviewed the Operations Committee recommendation and it was MOVED by Alderman Merling, seconded by Alderman Bethune that the 1984 Miss Nude World Pageant not be held at the Hamilton Convention Centre. MOTION CARRIED.

2.3 Letter from Mrs. Tozzi dated May 4, 1984

Mrs. Tozzi's letter expressing concern regarding the Centre's marketing and Mr. Penfold's salary increase was received for information.

Item 3. Discussion of Motions from Board - April 30th
Meeting.

As directed by a motion of the Board, the Operations Committee reviewed the concerns of the people who have presented their case with regard to policy and licencing and agreed that the Hamilton Convention Centre not divest itself of its Adult Entertainment Parlour licence.

The Board reviewed the Operations Committee decision and it was MOVED by Mr. Clark, seconded by Alderman Merling

- i) THAT the Hamilton Convention Centre retain its Adult Entertainment Parlour licence;
- ii) THAT before a contract is signed that would involve the use of the Adult Entertainment Parlour licence, the issue be brought before the Board for approval.

MOTION CARRIED.

Peter Adonis
Traveling
Fantasy
Show
Second
Performance

The Operations Committee referred to the Board its recommendation that the Board consider a second Peter Adonis Traveling Fantasy Show June 14, 1984.

The Board considered the booking of a second show to take place June 14th. Mr. Clark advised that Ms. Street and Mr. Stetson, who were both unable to be in attendance at the Board meeting, had expressed concern that a second performance June 14th may antagonize an already controversial issue and were in favour of waiting a longer period of time before a second show is held at the Convention Centre. Concern was expressed that this event may be run too soon after the first show (which was held April 3rd) and that attendance, may, as a result, be low. It was then clarified that the show's promoter was willing to guarantee a gross minimum revenue of \$7700. In conclusion of the discussion, the Board agreed that because the promoter is willing to guarantee a gross minimum revenue and therefore, the Hamilton Convention Centre will not be risking a loss of revenue, it was MOVED by Alderman Merling, seconded by Alderman Bethune that a second Peter Adonis Traveling Fantasy Show be approved, to take place June 14, 1984 at the Hamilton Convention Centre subject to the following stipulations:

- i) THAT a deposit in the amount of \$7700, payable by certified cheque, guaranteeing the gross minimum revenue be delivered to the General Manager before the signing of the contract;
- ii) THAT all advertisement of the event have the prior approval of the General Manager;
- iii) THAT the safety factors are monitored and regulated at the discretion of the General Manager;
- iv) THAT the entertainers, individually, must obtain a licence before the signing of a contract.

MOTION CARRIED.

It was clarified that this action does not set a precedent; the Hamilton Convention Centre maintains the right to request a deposit/guarantee for an event/function.

Item 4. Capital Requirements

The Operations Committee approved the spending authority of the 1984 Capital Requirements. This issue to be further discussed at the next Audit and Finance Committee meeting.

Audit &
Finance

1984
Capital
Requirements

1983 Capital
Request:
Telephone
Extension

Item 5. 1983 Capital Request: Telephone Extension - Head
Cashier - \$1,780.00

The Operations Committee approved the acquisition of an eight station line card for the Centre's Mitel SX 100 205 telephone system for the Head Cashier's permanent office. This issue to be further discussed at the next Audit and Finance Committee meeting.

Audit &
Finance

Summers
Lane
Passenger
Elevator

Item 6. Summers Lane Passenger Elevator

The Committee requested that the General Manager obtain written documentation from the Fire Department as to its requirements/regulations regarding access to the fire doors.

General
Manager

Mr. Penfold advised that he had not, as yet, received such documentation; Alderman Merling advised that he has requested the City's Building Commissioner to review the situation.

Storage Room
Leak

Item 7. Storage Room Leak

The Operations Committee received for information Mr. Dockman's report advising that upon the recommendation of the City Architect, the Centre is proceeding to have the vertical joint repaired at a cost of \$250.00.

Monthly
Overview
Marketing
Sales
Department

Item 8. Monthly Overview of Marketing/Sales Department

The April 1984 Monthly Overview - Marketing and Sales Department was received for information.

Marketing
Plan 1984 -
1988

Item 9. Marketing Plan 1984 - 1988

A Marketing Sub-Committee was struck; membership includes Mr. K. Clark and Ms. J. Street. The Sub-Committee agreed to meet Wednesday, May 30, 1984 at 3:45 p.m. to further discuss the Marketing Plan.

Marketing
Sub-
Committee

Report on
Affect of
15% Rebate

Item 10. Report on Affect of 15% Rebate - Trade Show
Service Companies

The Committee recommended that a 15% rebate on the gross charged by show service companies to show producers be brought into effect at the Hamilton Convention Centre effective January 1, 1985. This issue to be further discussed at the next Audit and Finance Committee meeting.

Audit &
Finance

5% Increase
to Part-
Time Staff

Item 11. Five Percent (5%) Increase in Pay to Part-Time
Staff

The Committee endorsed the General Manager's recommendation contained in his May 17th report that part-time staff receive a 5% wage increase effective January 1, 1984. This issue to be further discussed at the next Audit and Finance Committee meeting.

Audit &
Finance

Hamilton
Market
Place
June 14

Item 12. Hamilton Market Place, - June 14, 1984

Mr. Davidson announced that taking place June 14th and hosted by the Convention Centre, will be Hamilton Market Place at which approximately thirty-six groups will be promoting Hamilton. From five hundred to six hundred participants are expected from the corporation/business/sport/union groups. Board members were encouraged to take part in this promotion of Hamilton and its facilities.

Board
Members

Unaudited
Financial
Results

4(c) (i) Unaudited Financial Results for the Four Month Period Ended April 30, 1984

It was MOVED by Alderman Merling, seconded by Alderman Bethune that the Unaudited Financial Results for the Four Month Period Ended April 30, 1984 be accepted for information and that the report be forwarded to the City Treasurer. MOTION CARRIED.

Director
of
Finance

5. Other Business:

MacGillivray
& Co.
Invoice
1983 Audit
Fees

5(a) MacGillivray & Co. Invoice for 1983 Audit Fees

Following a review of the statement submitted by MacGillivray & Co. as well as Mr. Leuser's recommendation (attached) it was MOVED by Alderman Merling, seconded by Alderman Bethune that the MacGillivray invoice for 1983 audit fees in the amount of \$7,800 be approved for payment. MOTION CARRIED.

Director
of
Finance

The Board went into a brief In-Camera Session

Personnel
Committee:
Performance
Appraisal
General
Manager

5(b) Personnel Committee: Annual Review of General Manager

It was MOVED by Mr. Clark, seconded by Alderman Hinkley

- i) THAT a Personnel Committee be struck;
- ii) THAT two board members sit on such a committee which will be chaired by Mr. T. E. Yates;
- iii) THAT an annual appraisal of the performance of the General Manager be conducted by that committee;
- iv) THAT the Board review this procedure following the first appraisal to determine its continuance or discontinuance.

MOTION CARRIED. Alderman Merling voted against the motion.

It was MOVED by Mr. Clark, seconded by Alderman Hinkley that Mr. T. E. Yates will be the chairman of the Personnel Committee, Mr. K. Clark and Alderman J. Bethune will form the membership of the Committee. MOTION CARRIED. Alderman Merling voted against the motion.

1. Date of
Next Meeting

6. Confirmation of Date of Next Meeting

Monday, June 25, 1984
7:30 P.M.
Albion "C"

Adjournment

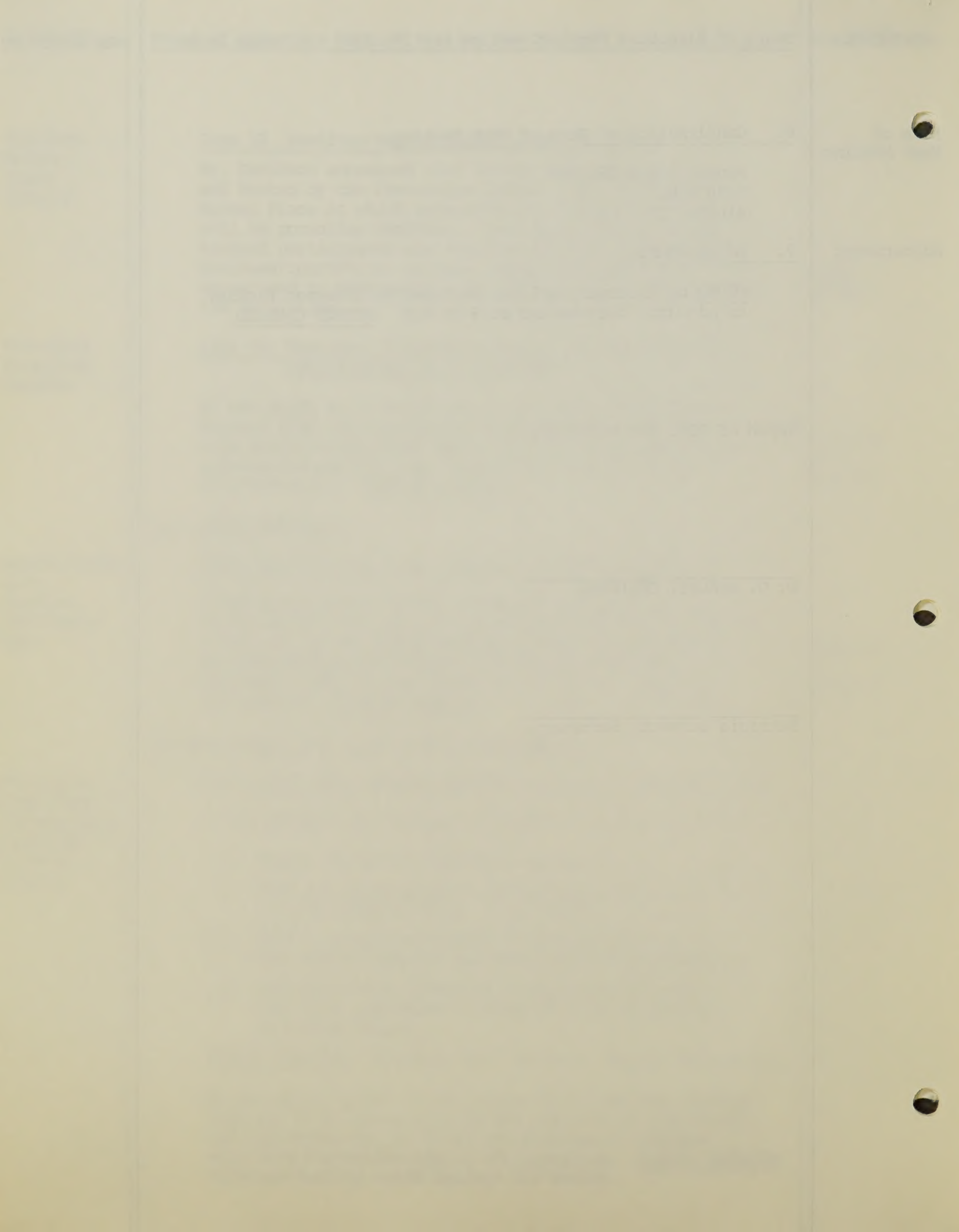
7. Adjournment

MOVED by Alderman Merling, seconded by Alderman Hinkley
to adjourn the meeting at 9:05 P.M. MOTION CARRIED.

TAKEN AS READ AND APPROVED:

D. O. BRALEY, CHAIRMAN

Patricia Bennett, Secretary





HAMILTON CONVENTION CENTRE

GENERAL MANAGER'S REPORT

TO THE BOARD OF DIRECTORS FOR APRIL, 1984

INTRODUCTION:

April was a fairly busy period with large seminars and a trade show highlighting the month. The Construction Safety Association and the Ontario Secondary School Teacher's Federation held their meetings at the Centre while the Hamilton Industrial Exhibition was very successful.

FINANCE:

Revenues were under budget by 6.7% (\$5,000) but for the first third of 1984, they exceeded budget by 2% (\$9,430) and were over 1983 revenues by 5% (approximately \$40,000).

Our deficit for the four months was \$16,350 below budget, hence we are in a budget surplus position.

It appears that May will be on budget and June well above, auguring well for the second quarter.

MARKETING/SALES:

Sales were down from March (\$145,000 vs. \$95,000) but the year looks promising to meet the \$1.65 million dollar budget. Highlights were the Co-Op Education seminars (\$5,000), the Pro-Am Golf dinner (\$5,400) and the two Stelco Dinners (\$8,000).

Convention sales are busy with the Hamilton Square Dancers bid against Toronto successful in the regionals. This entails 9,000 dancers; a further international bid will be made in August and the organization has asked that the General Manager accompany it to Winnipeg. The timeframe for this convention is either 1988 or 1990 depending on whether Vancouver has the 1988 convention.

OPERATIONS:

The building is beginning to show wear after the Spring show period. The rug will be cleaned in early June and the walls will be repaired and painted during shutdown in July.

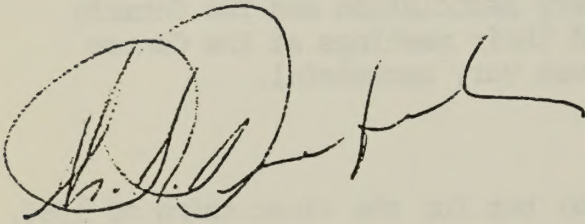
Fire prevention lectures and fire drills will be carried out during the June/July period.

TRADE CENTRE/ARENA:

The new salesperson, Joe Tsao, is gathering sales publications and talking to prospective clients. International Lacrosse, N.B.A. Basketball and O.H.A. Hockey are just some of the myriad events which are being discussed at this time.

STAFF CHANGES:

Pat Bennett has now replaced Bonnie Cook as Board Secretary. Kim Winlove-Smith has left to join the sales staff (secretarial) with the Sheraton Hamilton; Cheryl Rodger has temporarily replaced her.

A handwritten signature in dark ink, appearing to read 'W. J. Penfold', is written in a cursive style.

William J. Penfold
General Manager

May 25, 1984

WJP:pb



HAMILTON CONVENTION CENTRE

FUNCTIONS HELD DURING THE MONTH OF APRIL 1984

April 2nd - United Steelworkers of America, Local Union 1005
Meeting
No. of People - 50

- Ontario English Catholic Teachers Association
Luncheon/Meeting
No. of People - 38

- The Budd Watson Gallery
Meeting
No. of People - 50

April 3rd - Michael Morrison Promotions
Peter Adonis Travelling Fantasy Show
No. of People - 1,000

April 4th - Canadian Institute of Management
Dinner/Meeting
No. of People - 25

Hamilton Wall and Ceiling Association
Luncheon/Meeting
No. of People - 10

Media Club of Canada
Dinner/Meeting
No. of People - 17

April 5th - Hamilton Board of Education
Meeting
No. of People - 10

April 6th - Revenue Canada Taxation
Luncheon/Meeting
No. of People - 30

Halton Separate School Board
Luncheon/Seminars
No. of People - 515

April 8th - The Hamilton Flea Market Ltd.
Flea Market
No. of People - ?

Cont'd . . .

April 8th - The Wee Two and Doll Sale
Doll Show
No. of People - ?

April 9th - Ambitious City Toastmistress Club
Dinner/Meeting
No. of People - 25

The Budd Watson Gallery
Meeting
No. of People - 50

April 9th - Construction Safety Association of Ontario
10th & 11 Meeting/Luncheon/Displays
No. of People - 160 per day

April 10th - The Corporation of the City of Hamilton
Meeting
No. of People - 17

Adventure Tours
Meeting/Reception
No. of People - 80

Hamilton Chapter of the Canadian Credit Institute
Reception/Dinner/Meeting
No. of People - 65

Ministry of the Environment
Meeting
No. of People - 60

The Permanent
Meeting
No. of People - 50

April 11th - Hamilton Medical-Legal Society
Reception/Dinner/Meeting
No. of People - 133

Childrens Aid Society
Meeting
No. of People - 30

April 12th - Ontario Secondary School Teachers Federation
Meeting/Reception/Dinner
No. of People - 330

April 14th - Battaglio/Hordyk Wedding
Reception/Dinner/Dance
No. of People - 175

April 15th - Hugh F. MacGregor and Associates
to 18th Hamilton Industrial Exhibition
No. of People - ?

April 16th - SKF Canada Ltd.
to 18th Receptions
No. of People - ?

April 17th - Alec Murray Real Estate
Meeting
No. of People - 100

Administrative Management Society Hamilton Chapter
Reception/Dinner/Meeting
No. of People - 44

I.B.E.W. Local Union 636
Meeting
No. of People - 20

The Canadian Food Service Executives Association
Reception/Dinner/Meeting
No. of People - 27

April 18th - Ministry of the Environment
Meeting/Luncheon
No. of People - 70

McLeod, Young, Weir
Meeting
No. of People - 100

Social Planning and Research Council
Meeting
No. of People - 180

April 23rd - Ambitious City Toast Mistress Club
Dinner/Meeting
No. of People - 22

April 24th - Laidlaw Transport
Meeting/Luncheon
No. of People - 37

Ontario Land Surveyors
Reception/Dinner
No. of People - 30

The Corporation of the City of Hamilton
Meeting
No. of People - 17

April 25th - The Hamilton-Wentworth Housing Authority
Reception/Dinner/Meeting
No. of People - 10

Canadian Cannery Ltd.
Meeting
No. of People - 7

CHML Radio
Reception
No. of People - 1,100

April 25th - Ontario Co-operative Education Association
to 26th Conference
No. of People - 100

Ontario Public Service Employees Union
Meeting
No. of People - 50

April 26th - Imtrex Commodities
Reception/Dinner
No. of People - 40

April 27th - Manulife
Meeting
No. of People - 25

April 27th - Seager/Tomawich Wedding
Reception/Dinner
No. of People - 24

North American Baptist Seminary
Dinner
No. of People - 118

April 27th - Ontario Association of Teachers of the Mentally Retarded
& 28th Conference
No. of People - 350

April 28th - Professional Secretaries International
Meeting/Reception/Luncheon/Display
No. of People - 80

Rotary Club of Dundas
Dance
No. of People - 1,000

LeGendre/Kezys Wedding
Reception/Dinner/Dance
No. of People - 48

Meredith/Corrin Wedding
Reception/Luncheon
No. of People - 51

April 29th - Theatre Aquarius
Reception/Dinner
No. of People - 142

The Hamilton Flea Market Ltd.
Flea Market
No. of People - ?

April 30th - Bell Girls' Reunion
Reception/Dinner/Entertainment
No. of People - 195

O.S.S.T.F.
Professional Development Day
No. of People - 255

1941-1942 - 1942-1943

1942-1943 - 1943-1944

1943-1944 - 1944-1945

1944-1945 - 1945-1946

1945-1946 - 1946-1947

1946-1947 - 1947-1948

1947-1948 - 1948-1949

1948-1949 - 1949-1950

1949-1950 - 1950-1951

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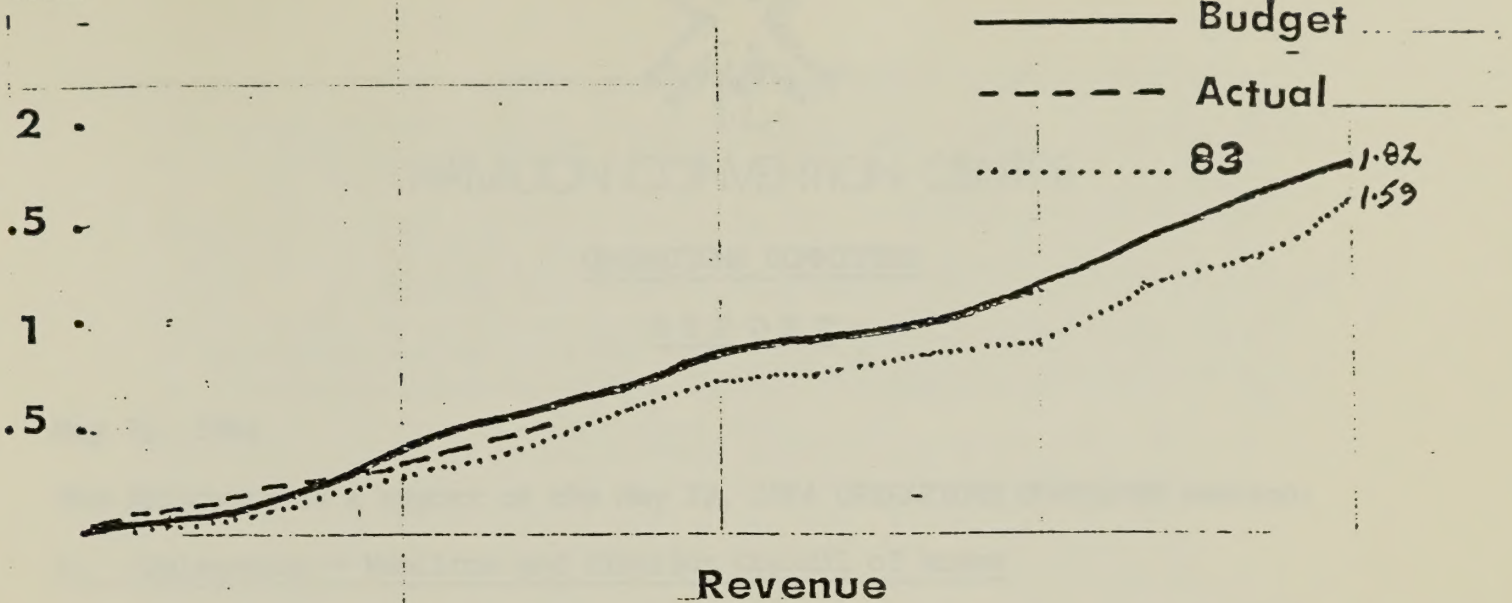
1981-1982 - 1982-1983

1982-1983 - 1983-1984

1983-1984 - 1984-1985

FINANCIAL REVIEW: FISCAL 1984

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HAMILTON CONVENTION CENTRE

OPERATIONS COMMITTEE

R E P O R T

May 23, 1984

The following is a report of the May 22, 1984 OPERATIONS COMMITTEE Meeting:

1. Delegation - Hamilton and District Council of Women

Mrs. Beattie, as spokesperson of the Hamilton and District Council of Women, was invited by the Chairman to make presentation to the Operations Committee. Mrs. Beattie stated that the May 9th statement (attached) submitted on behalf of the Hamilton and District Council of Women documented the concerns as well as the action requested by the Council and invited questions from the Committee. Mrs. Beattie clarified that the letters recently published in The Spectator expressing concern that the Peter Adonis Traveling Fantasy Show had been held at the Convention Centre had not come from members of the Council of Women nor were they friends or relatives of Council members; these letters had been unsolicited responses. Ms. Street substantiated Mrs. Beattie's statements advising that she had contacted the correspondents of The Spectator letters and they had indicated there was no affiliation to the Council of Women.

2. Receipt of Correspondence Regarding Adult Entertainment Parlour Licence

2.1 Petition From Concerned Hamiltonians

In response to the Petition (attached) the Operations Committee referred the issue to the City's Legislation Committee for review. This action was taken in view of the petition statement "...we object very strongly to your allowing male strippers to perform anywhere in Hamilton." The Committee felt that the statement encompassed the performance of male strippers anywhere in Hamilton, thus it is not within the jurisdiction of the Hamilton Convention Centre Board.

2.2 Letter from Mr. C. Alkerton dated April 23, 1984; Miss Nude World

As directed by the April 30th Board Motion to review and report on the issue of whether the 1984 Miss Nude World Pageant will be conducted at the Hamilton Convention Centre, the Operations Committee unanimously agreed that this event would not take place at the Centre.

2.3 Letter from Mrs. Tozzi dated May 4, 1984

Mrs. Tozzi's letter expressing concern regarding the Centre's marketing and Mr. Penfold's salary increase was received for information (attached).

3. Discussion of Motions from Board - April 30th Meeting

The following two motions which were referred to the Operations Committee from the April 30th Board meeting were considered:

- i) "On the motion of Alderman James Bethune, seconded by Alderman Henry Merling, the Board directed that the concerns of the people who have presented their case with regard to policy and licencing be referred to the Centre's Operations Committee who shall in turn report back to the Board and that the Report of the Operations Committee be forwarded to the City's Legislation Committee for information."
- ii) "On the motion of Mr. Keith Clark, seconded by Alderman James Bethune, the Board referred the matter to the Operations Committee so that they may review it and report back to the Board."

Discussion resulted in the identification of the following major concerns:

- i) the maintenance or divesture of the Hamilton Convention Center's Adult Entertainment Parlour licence;
- ii) the safety factors inherent in such an event;
- iii) the profile/image of the Hamilton Convention Centre;
- iv) crowd control;
- v) misrepresentation of an event(s) to the Centre.

The Committee was advised by the General Manager that should a similar function occur the set-up of the show would be handled differently in that a stage and runway would be used, thus eliminating any danger to dancers or customers as well as the possibility of table candles being knocked over possibly causing a fire.

Ms. Street, Mr. Stetson and Alderman Hinkley reported that each had polled various members of the community for input and had received diverse reactions to such an event being held at the Convention Centre.

The Committee agreed that the definition of community standards was difficult to determine as was the appropriate use of a public facility versus the need to ensure availability of that same facility to the majority of taxpayers.

It was clarified that the Centre's present policy is that any event which requires the application of the Adult Entertainment Parlour licence is reviewed at the full Board for approval; the Committee agreed that this practise be endorsed; it was formally moved and carried that this format remain the practise of the Convention Centre.

In order that the requirements of future events may be accommodated, the Committee agreed that the Convention Centre would not divest itself of the Adult Entertainment licence.

Discussion ensued regarding the pros and cons of booking a second Peter Adonis Traveling Fantasy Show June 14, 1984 at the Convention Centre. Mr. Penfold was requested to seek a legal opinion as to the implications to the Board should it refuse the June 14th booking and to report his findings to the full Board meeting May 28th. The Operations Committee ultimately agreed to recommend to the Board that it consider a second booking June 14th.

4. 1984 Capital Requirements

Mr. Penfold's 1984 Capital Requirements report was received and approval was given of the spending authority. It was clarified that once approval for spending is received actual expenditures will be discussed at the full Board.

5. 1983 Capital Request: Telephone Extension - Head Cashier - \$1,780.00

Approval was given, subject to pricing, of the acquisition of an eight station line card for the Centre's Mitel SX 100 - 205 telephone system. The immediate need is for an extension to be provided to the Head Cashier in order that she may operate more efficiently from her permanent office in the "Parcel Cage" that was just recently constructed on the second floor. It is anticipated that additional extensions will be required in the future, thereby utilizing the remaining lines that the station line card provides. Mr. Penfold was requested to report to the Board as to whether the Convention Centre has a performance agreement with Aatel Communications Inc.

6. Summers Lane Passenger Elevator

The General Manager was requested to seek written documentation from the Fire Department as to its requirements/regulations regarding the fire doors which are in close proximity to the elevator.

7. Storage Room Leak

Following careful examination by the City Architect's Office it was determined that the storage room leak problem was caused by the expansion and contraction of the expansion joint and the exposure to the weather; the caulking between the two buildings subsequently dried up and became brittle, leaving voids in the vertical joints. On the recommendation of the City Architect the Centre is proceeding to have the vertical joint repaired at a cost of \$250.00.

8. Monthly Overview of Marketing/Sales Department

The Committee received the April overview of the Marketing/Sales Department for information. This overview indicates a total of business acquired during the month of April of \$94,467.00. A copy of the overview is available in the office of the General Manager for information.

9. Marketing Plan 1984 - 1988

A Marketing Sub-Committee was struck; membership includes Mr. K. Clark and Ms. J. Street. The Sub-Committee agreed to meet Wednesday, May 30, 1984 at 3:45 p.m. to further discuss the Marketing Plan. A copy of the Marketing Plan is available in the General Manager's office for your perusal.

10. Report on Affect of 15% Rebate - Trade Show Service Companies

The General Manager's May 15th report (attached) was reviewed. The Committee was assured that other major hotels/convention centres throughout the country charge the 15% rebate. The rebate will provide extra revenue for the Centre as well as to put the Centre's Show Service Company on an equal footing with other companies bidding for the service contracts. The Committee recommended that a 15% rebate on the gross charged by show service companies to show producers be brought into effect at the Hamilton Convention Centre effective January 1, 1985.

11. 5% Increase in Pay to Part-Time Staff

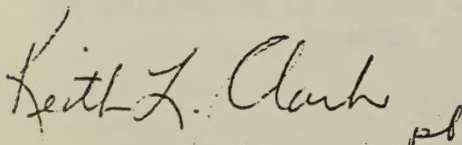
The Committee endorsed the General Manager's recommendation contained in his May 17th report that part-time staff receive a 5% wage increase effective January 1, 1984. The following criteria was considered:

- the downtown hotels are raising part-time wages;
- the full-time staff have received a 4.41% increase;
- the cost-of-living increase for 1983 was 5.8%;
- a five (5) percent wage increase has been budgeted for in 1984.

12. Hamilton Market Place - June 14, 1984

For the information of the Committee Mr. Davidson announced that taking place June 14th and hosted by the Convention Centre, will be Hamilton Market Place. Approximately thirty-six groups will be promoting Hamilton at this event with from five hundred to six hundred participants expected from the corporation/business/sport/union groups. Board Members were encouraged to take part in this promotion of Hamilton and its facilities.

Respectfully submitted



KEITH L. CLARK, CHAIRMAN

Patricia Bennett, Secretary

Hamilton and District Council of Women

"LEADERSHIP SINCE 1893"

May 14, 1984 by

Mrs G. Porter

B. Cook

May 9, 1984

Re: The use of an "Adult Entertainment" Parlour" Licence by the Hamilton Convention Centre.

Whereas The above Licence is needed only for premises where nude shows or 'strip shows' are held, and where the purpose of such shows is primarily to "sell sex", and

Whereas the Hamilton Convention Centre is the only city facility to have such a licence (which has been made use of only one time, namely for the Peter Adonis Traveling Fantasy show, April 3, 1984, and

Whereas the above use of a public facility does not appear consistent with the stated goals of excellence and good taste laid down by the Board of Directors, and

Whereas the profit motive does not seem appropriate as the sole goal of a public facility, and

Whereas the Board has been making steady and praiseworthy progress toward reducing the unfortunate past deficit, by attracting events which have no need of an Adult Entertainment Parlour Licence, and

Whereas the Centre's own staff could be made uncomfortable by being required to work while sex shows are going on and

Whereas during its performance at the Centre on April 3, 1984, the above show's male strippers did act in such a manner that there was the danger of fire (by the act of jumping repeatedly on tables which had lighted candles on them), and

Whereas there could well have been considerable problems with crowd control if, because of the actions either of the performers or members of the public, there had arisen the need to close the show prematurely, and

Whereas the promoter of the show misrepresented the type of show to the Board, the Police, and the City Hall officials, thus causing the performers to perform without having obtained the appropriate individual licences, and

Whereas it seems unfortunate for a prestigious public facility to risk its reputation, and thus the City's reputation, by retaining the Adult Entertainment Parlour Licence,

Therefore, the Hamilton And District Council of Women sincerely requests the Board of the Hamilton Convention Centre to give consideration to divesting itself of the foregoing licence.

Prepared by Past-President
(Mrs. E.G.) Muriel J. Beatty

Muriel J. Beatty per Gail L. Porter

4 Turner Avenue,
Ham. Ont. L8P-3K5

Telephone: 522-2321/522-7061

Flanagan and Davis Council of Women

Flanagan and Davis Council of Women

Flanagan and Davis Council of Women

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Flanagan and Davis Council of Women

64 Norman St.,
Hamilton, Ontario,
May 8, 1984

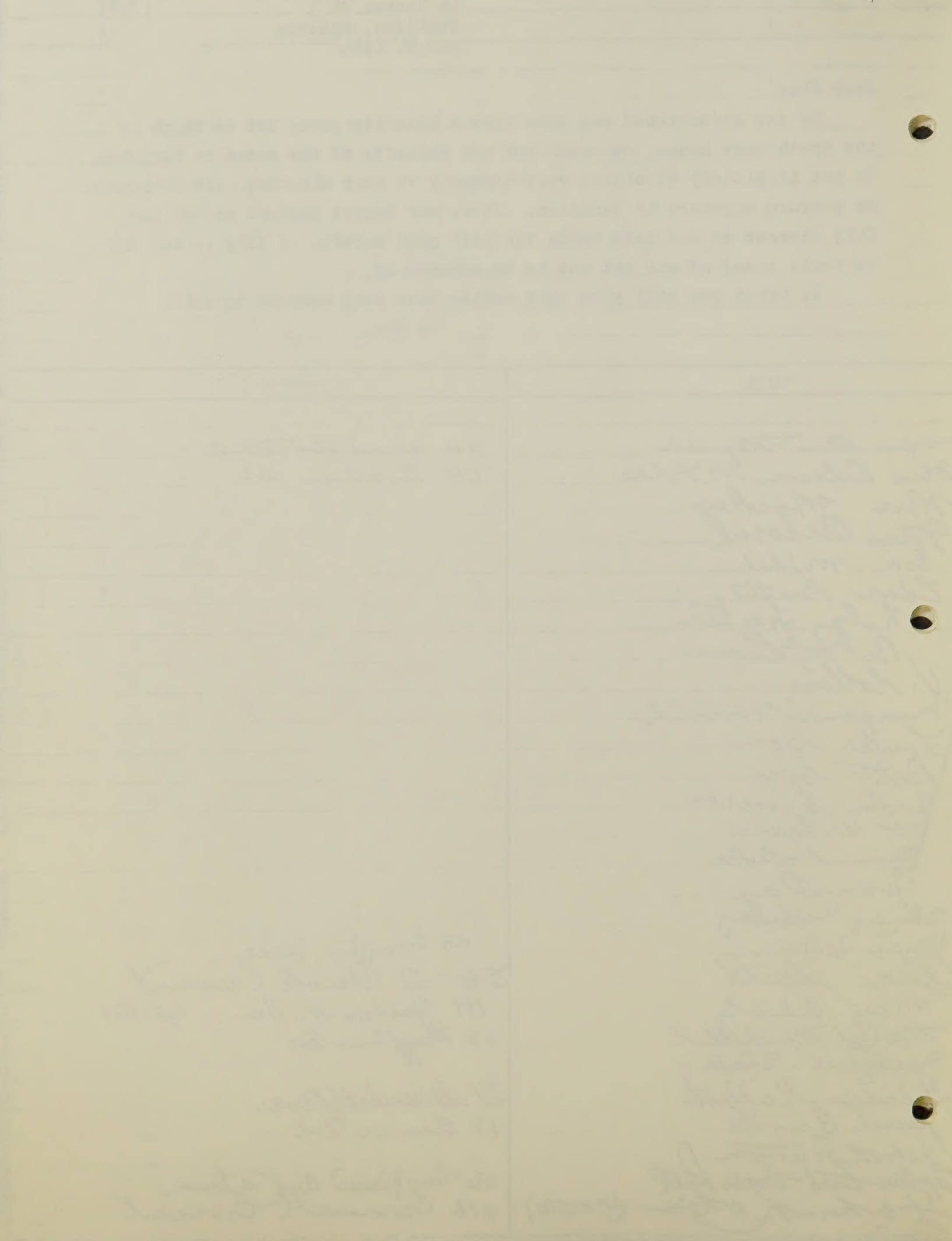
Dear Sir:

We the undersigned may seem like a minority group but we think if the truth were known, we speak for the majority of the women in Hamilton. To put it plainly we object very strongly to your allowing Male Strippers to perform anywhere in Hamilton. It is our desire instead to see our City cleaned up and made known for its' good morals. A City we can all be truly proud of and not one to be ashamed of.

We trust you will give this matter some very serious thought.

We are,

NAME	ADDRESS
Mrs. Eileen M'Phee	74 Winchester Blvd.
Mrs. Mackey	64 Norman St.
Mrs. Osburn	
Isa. Michie	
Edna Beattie	
Lily Foster	
B. McLean	
V. Collins	
Margaret Norrish	
Louise Cox	
Betty Cox	
John Cameron	
Mrs. W. Lever	
Theresa Lake	
Joan Day	
Emily Halliday	
Maymie Jucker	
Ann. Scott	29 Compton Place.
May. Eshley	56-2 Oriole Crescent
Mrs. Capt. Marshall	181 Jackson St. Ham. apt. 1801
Margaret. Stark.	56 Mayflower Ave.
Madge Griffith	31 Greenhill Ave.
Jessie Brooks	19 Fraser Ave.
Edith Peterson	
Capt. Bud Marshall	56 Mayflower Ave. Ham.
John Harris (MAYOR)	116 Cornwall Crescent



MAY 14 1984

MAY 7 1984
CITY CLERKS

Mrs. Julie Pozzi,
125 Erin Avenue,
Hamilton, Ontario,
Canada. L8N 4W1.
May 4, 1984.

Letter to all members of City Council and the Hamilton Convention Centre Board.

C/O Mr. E.A. Simpson, City Clerk.
City Hall, 71 Main St. West,
Hamilton, Ontario. L8P 1H4.

Mr. Mayor, Councillors and Board members.

Re: Convention Centre Policy and Practices.

The purpose of this letter is to express my displeasure with the poor judgment demonstrated by the Convention Centre Board and our elected representatives by permitting the recent show which featured male dancers in G-strings.

More important, I demand that no further tasteless shows or unacceptable exhibitions of nudity, such as the Ms. Nude World contest, be permitted to take place in the Convention Centre.

Since we spend exorbitant sums of money in an attempt to attract business from all around the globe to our region, I believe the quick profit made on strip shows is counter-productive and it will have a negative effect on our economic development.

Clarification of your long-term goal with regard to the Convention Centre is expected without delay.

In addition, I understand a nine percent salary increase has been approved for Mr. W. Penfold, Manager of the Hamilton Convention Centre.

If this information is correct, it seems reasonable to ask: whatever happened to the notion of "6&5" hold-the-line?

Yours truly,

Julie Pozzi



HAMILTON CONVENTION CENTRE

REPORT TO OPERATIONS COMMITTEE
AND AUDIT/FINANCE COMMITTEE
ON IMPOSITION OF A 15% REBATE ON

SHOW SERVICE COMPANIES

May 15, 1984

The Operations Committee will recall that the Appendix "A" memorandum was forwarded to the Committee in February, the Committee approved the recommendation, and the recommendation was presented to the Board. Subsequently, the Board referred the item back to management and requested specifically to know the anticipated revenue which would be generated from this rebate collection.

I would first like to deal with total revenues that have been received from Hamilton Convention & Show Services (HCSS) since the opening of the Centre. These are:

	<u>Total Billing</u> <u>H.C.S.S.</u>	<u>15% Rebate</u>
Christian Booksellers Association Show - 1982	\$5,965	\$895
Women's World - 1983	\$4,269	\$640
Ford Show - 1983	\$35,335	\$5,300

One would have thought that there would be more shows than those listed, but, according to HCSS, it is very difficult to bid competitively when one has 15% added to their charges and the competition does not. However, when a lucrative show such as the Ford Show above comes to the HCC, the rebate can be impressive.

In this regard, therefore, Appendix "B" lists the 1984 Trade Shows together with an estimated rebate to the Centre of \$7,125 annually.

By instituting the 15% rebate on all show service companies, the following advantages accrue:

- (a) There is additional revenue; and
- (b) HCSS can compete on an equal footing.

JANUARY CONVENTION

REPORT OF THE CONVENTION
AND THE FINANCIAL STATEMENT
AS OF JANUARY 1, 1954

FINANCIAL STATEMENT

Page 1 of 2

The financial statement will detail the financial position of the organization as of January 1, 1954. The statement is prepared in accordance with the provisions of the constitution and the bylaws of the organization. It is a statement of the financial position of the organization as of January 1, 1954, and it is a statement of the financial position of the organization as of January 1, 1954.

The financial statement is prepared in accordance with the provisions of the constitution and the bylaws of the organization. It is a statement of the financial position of the organization as of January 1, 1954, and it is a statement of the financial position of the organization as of January 1, 1954.

Assets		Liabilities	
1954	1953	1954	1953
10,000	10,000	10,000	10,000
10,000	10,000	10,000	10,000
10,000	10,000	10,000	10,000

The financial statement is prepared in accordance with the provisions of the constitution and the bylaws of the organization. It is a statement of the financial position of the organization as of January 1, 1954, and it is a statement of the financial position of the organization as of January 1, 1954.

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Page 2 of 2

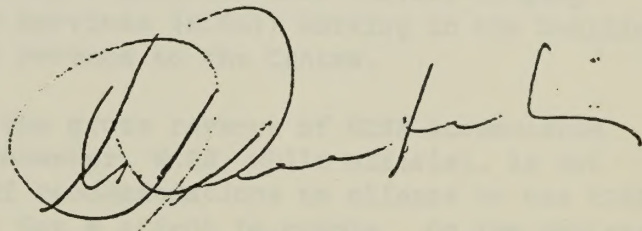
Page 3 of 3

May 15, 1984

The Board should also be aware of the initial negative impact on the show services companies. However, it is felt that the charge is fair and the revenue is important.

If the Board approval is given, it would be the intention of the Centre to advise all show services companies immediately; however, a long lead time is necessary because contracts have already been signed for 1984. The rebate would thus be effective January 1, 1985.

It is therefore strongly recommended that a 15% rebate on the gross charged by show services companies to show producers be brought into effect at the Hamilton Convention Centre, effective January 1, 1985.

A handwritten signature in dark ink, appearing to read 'W. Penfold', is written over a faint, circular official stamp.

William J. Penfold,
General Manager.

WJP:bc

Attach.

The Board of Directors is pleased to announce the results of the annual meeting held on the 10th day of December, 1962. It is noted that the company has achieved a significant increase in its earnings per share.

If the Board of Directors is pleased to announce the results of the annual meeting held on the 10th day of December, 1962. It is noted that the company has achieved a significant increase in its earnings per share.

It is recommended that the Board of Directors should consider the proposal for the payment of a dividend of \$1.00 per share on the basis of the earnings per share for the year ended December 31, 1962.



William F. Smith
President

1962

1962

HAMILTON CONVENTION CENTRE

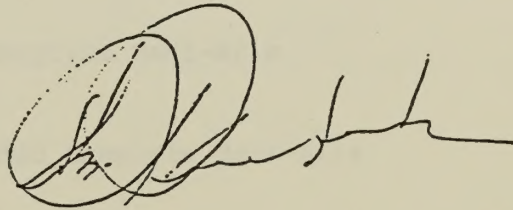
February 15, 1984

MEMO TO OPERATIONS COMMITTEEON15% REBATE FROM TRADE SHOW SERVICE COMPANIES

For some time now, I have been concerned with show service companies other than the Centre's official show service company (Hamilton Convention & Show Services (HCSS)) working in the building without any rebate of their revenue to the Centre.

At present, 15% of the gross revenue of HCSS accumulated at the Centre is rebated. However, HCSS, while official, is not exclusive, and despite staff recommendations to clients to use HCSS, it is by no means mandatory for a client to comply. On the contrary, in many cases (Home Show, Garden Show, etc.) other show services companies are used. In effect, those companies are using the Centre free of charge.

With Board approval, it would be my intention to advise all the show services companies in the Toronto/Hamilton area that a 15% rebate would apply to gross revenue effective April 1, 1984, and is therefore recommended.



William J. Penfold,
General Manager.

WJP:bc

HAMILTON CONVENTION CENTRE1984 TRADE SHOWS

<u>TRADE SHOWS</u>	<u>SHOW SERVICE COMPANY</u>	<u>ESTIMATED SHOW SERVICE BILLING</u>
<u>MAJOR SHOW SERVICE REVENUE PRODUCING TRADE SHOWS</u>		
Hamilton Home Show February 28 - March 5	Panex Show Services	\$ 9,000
Women's World '84 May 2 - 7	Hamilton Convention & Show Services	4,500
Christian Booksellers August 4 - 8	Hamilton Convention & Show Services	7,000
Better Living Show September 19 - 24	1984 Hamilton Convention & Show Services	9,000
Hamilton Industrial Exhibition - April 17 - 19	1984 Design Craft	8,000
<u>LESSER SHOW SERVICE REVENUE PRODUCING TRADE SHOWS</u>		
Garden & Flower Festival - March 15 - 19	Complete Rent-Alls	1,500
Cars are the Stars March 29 - April 1	Only 2 or 3 Booths in the Show - Supplier Unknown	1,000
Time of Your Life Show June 20 - 24	Complete Rent-Alls	1,500
Hamilton International Auto Show - October 22 - 29	1983 Complete Rent-Alls	3,000
Speedsport November 15 - 18	Complete Rent-Alls	2,000
Winter Festival of Friends November 26 - December 3	Complete Rent-Alls	<u>1,000</u>
TOTAL:		\$47,500
TOTAL ANNUAL REBATE \$47,500 x 15% = \$7,125.		<u><u> </u></u>

GENERAL INFORMATION

1. NAME

NAME	DATE	TIME	LOCATION	REMARKS
John Doe	10/10/10	10:00	Room 101	Arrived on time
Jane Smith	10/10/10	10:05	Room 101	Arrived on time
Bob Johnson	10/10/10	10:10	Room 101	Arrived on time
Alice Brown	10/10/10	10:15	Room 101	Arrived on time
Charlie White	10/10/10	10:20	Room 101	Arrived on time
Diana Green	10/10/10	10:25	Room 101	Arrived on time
Frank Black	10/10/10	10:30	Room 101	Arrived on time
Grace King	10/10/10	10:35	Room 101	Arrived on time
Henry Lee	10/10/10	10:40	Room 101	Arrived on time
Ivy Hill	10/10/10	10:45	Room 101	Arrived on time
Jack Adams	10/10/10	10:50	Room 101	Arrived on time
Karen Baker	10/10/10	10:55	Room 101	Arrived on time
Leo Clark	10/10/10	11:00	Room 101	Arrived on time
Mia Evans	10/10/10	11:05	Room 101	Arrived on time
Noah Foster	10/10/10	11:10	Room 101	Arrived on time
Olivia Garcia	10/10/10	11:15	Room 101	Arrived on time
Peter Hall	10/10/10	11:20	Room 101	Arrived on time
Quinn Harris	10/10/10	11:25	Room 101	Arrived on time
Rachel Ives	10/10/10	11:30	Room 101	Arrived on time
Samuel King	10/10/10	11:35	Room 101	Arrived on time
Tina Lee	10/10/10	11:40	Room 101	Arrived on time
Uma Miller	10/10/10	11:45	Room 101	Arrived on time
Victor Nelson	10/10/10	11:50	Room 101	Arrived on time
Wendy Ortiz	10/10/10	11:55	Room 101	Arrived on time
Xavier Perez	10/10/10	12:00	Room 101	Arrived on time
Yara Quinn	10/10/10	12:05	Room 101	Arrived on time
Zoe Reed	10/10/10	12:10	Room 101	Arrived on time
Adam Scott	10/10/10	12:15	Room 101	Arrived on time
Bella Torres	10/10/10	12:20	Room 101	Arrived on time
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Uma Quinn	10/10/10	4:05	Room 101	Arrived on time
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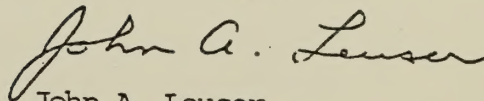
REPORT TO THE AUDIT/FIANCE
COMMITTEE OF THE BOARD OF DIRECTORS

In accordance with the Board's policy of approving expenditures in excess of \$5,000 for payment, I submit MacGillivray & Co.'s billing to the Board for approval.

My recommendation to the Board is that MacGillivray & Co.'s billing be approved for payment. Their fee of \$7,800 represents:

- (1) a \$1,600 reduction from their quotation of \$9,400 for 1983; and
- (2) a \$1,200 reduction from their charge of \$9,000 for 1982.

It should be noted that MacGillivray & Co.'s quotation for 1984 is \$8,000 which represents an increase of \$200 or 2.6% over that charged for 1983.



John A. Leuser
Director of Finance

May 4, 1984

JAL:ac

REPORT OF THE BOARD OF DIRECTORS
OF THE UNIVERSITY OF CALIFORNIA

The Board of Directors of the University of California has the honor to acknowledge the receipt of the report of the President of the University of California, Dr. R. G. Allen, dated June 1, 1961, and to express its appreciation for the information and recommendations contained therein.

The Board of Directors has also received the report of the President of the University of California, Dr. R. G. Allen, dated June 1, 1961, and to express its appreciation for the information and recommendations contained therein.

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John C. Lattin
John A. Lattin
President of the University of California

May 1, 1961

John C. Lattin

MacGillivray & Co.

Chartered Accountants

TEL (416) 523-7732

4 HUGHSON STREET SOUTH, 7TH FLOOR, MPO BOX 679
HAMILTON, ONTARIO L8N 3M5

MAY 1 1984

The Hamilton Convention Centre
115 Main Street West
HAMILTON, Ontario
L8P 4T9

16250

No. 265

TO FEE FOR SERVICES RENDERED

Apr. 26/84

For the financial year ended December 31,
1983 including examination of the books and
records of the Centre; examination of annual
financial statements for the year ended
December 31, 1983

Our fee

\$ 7,800.

Less interim

1,500.

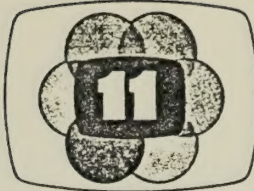
\$ 6,300.

The Board of Directors
of the St. Louis
Trust Company
has approved

For the financial year ended December 31,
1917, including statement of the profit and
loss of the company, and statement of assets
and liabilities for the year ended
December 31, 1917.

Very truly
yours,
J. H. Smith

\$ 1,000,
000
\$ 1,000,
000



CHCH TV

NIAGARA TELEVISION LIMITED

163 JACKSON ST. W., P.O. BOX 30, STN. A., HAMILTON, ONT. L8N 3A6 • PHONE (416) 522-1101

Hold for Chasman
JUN 14 1984

Attachment 4

Correspondence

June 13, 1984

Ms. Robin Laking
Hamilton Convention Centre
115 King St. W.
Hamilton, Ontario
L8P 4T9

Dear Robin

Just a brief note to thank you for your assistance in the last few months in making CHCH-TV's 30th Anniversary party a great success. Everyone is still talking about the evening.

The shrimp display, cheese table, hors d'oeuvres, roast beef, were all super... not to mention the service.

Sincere thanks to you and your staff for your co-operation and professionalism.

Yours truly

Larry Schnurr
Production Manager

cc. W.J. P. FOLD.

1961-1962



ONTARIO TV

THE COUNCIL IS A NON-PROFIT ORGANIZATION INCORPORATED IN THE PROVINCE OF ONTARIO

June 15, 1961

Mr. Leslie Hogg
Chairman, Ontario Council
117 King St. W.
Toronto, Ontario
M5H 1K1

Dear Mr. Hogg:

Thank you for the letter of June 14, 1961, regarding the Ontario Council's 10th Anniversary party. The Council is still planning a party and we are sure that the evening will be a success.

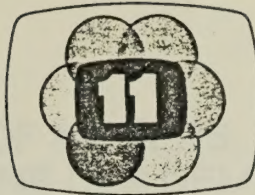
The evening will be held at the Hotel Toronto, 100 King St. W., Toronto, Ontario, on June 24, 1961, at 7:30 p.m.

Please advise us if you will be able to attend the party and if you will be able to bring a guest.

Very truly,
Yours,
John Hogg

John Hogg
President, Ontario Council

cc: Mr. Hogg



CHCH TV

NIAGARA TELEVISION LIMITED

163 JACKSON ST. W., P.O. BOX 30, STN. A., HAMILTON, ONT. L8N 3A6 • PHONE (416) 522-1101

Boord
JUN 18 1984

June 15, 1984.

Ms. Robin D. Laking,
Client Services Manager,
Hamilton Convention Centre,
115 King St. West,
Hamilton, Ontario.
L8P 4T9

Dear Robin:

We know the effort you and your staff went to to assist Larry Schnurr in helping make our 30th Anniversary party the best party anyone has ever seen in Hamilton. Some of the distributors we do business with, who were there, also attend conferences at Cannes and Monte Carlo. They commented that our ice sculpture and shrimp display was far superior to anything seen over there.

Over half of the crowd had never been to Hamilton before -- we sure left them with a very fine impression! Thanks, Robin.

Yours very truly,

Frank P. DeNardis,
VICE PRESIDENT
and GENERAL MANAGER.

c.c. W. Penfold *19/6*

FOALD

CANADIAN ASSOCIATION OF MOVERS
L'ASSOCIATION CANADIENNE DES DEMENAGEURS

JUN 18 1984

Suite 202, 460 Main Street East, HAMILTON, ONTARIO L8N 1K4
416/528-7033

GEOFF BARRETT
Executive Vice-President

June 15th, 1984

Mr. N. Davidson
Hamilton Convention Centre
Hamilton, Ontario

Dear Nat:

Just a quick note to first of all thank you for the invitation to attend the display held at the Hamilton Convention Centre last night and also to compliment you, the City and the Region on putting on such a fine display.

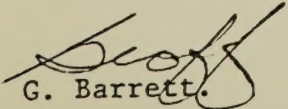
As you have been involved in our recent discussions to reform the Hamilton Chapter of I.A.E., it goes without saying that you recognize the fact that this type of meeting would certainly compliment and support anything that we as I.A.E. Members are doing in the Region to reform the Hamilton Chapter.

We realize that Dennis Souder was in attendance, although I personally did not see him, but I heard his name called on one of the draw prizes and it would have been nice if Paulette could have been in attendance. I am sure that you had invited her but it would have certainly re-inforced with the National Office the need for a Hamilton Chapter and to have been able to see the tremendous display that the Hamilton Convention Bureau was able to generate last night to develop support for convention services in the Region.

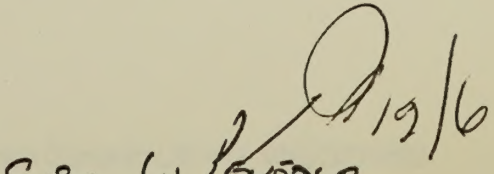
We have written to Bob Morrow and Anne Jones to indicate our pleasure at the event and our personal support in future events if you do intend to run them again.

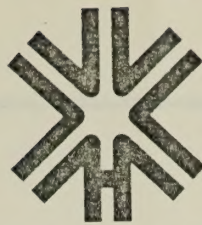
Once again, it was a very well organized and an extremely well done show.

Yours very truly,


G. Barrett.

CB/clb


C. E. W. Morrow



HAMILTON CONVENTION CENTRE

GENERAL MANAGER'S REPORT

TO THE

BOARD OF DIRECTORS

INTRODUCTION

May was a very successful month for the Centre in that revenue exceeded the 1.65 budget by \$13,000 and was just under the 1.82 budget by approximately \$3,000. The revenues are thus some \$16,000 over 1983 for the first five months and the Centre is well under its budgeted deficit. It is also noteworthy that while the food and beverage percentages were up at the first of the year, they are now well in line.

SALES

The Centre, in conjunction with the Convention Action Committee, featured a Marketplace earlier this month which was very successful. The Marketplace was a showcase of Hamilton convention oriented organizations displaying their products and features (i.e. - hotels, air lines, etc.). Invited guests included meeting planners from organizations and associations from the Hamilton region. Approximately five hundred invitations were extended and one hundred seventy-five attended.

As a result of the Marketplace, the Convention and Tourist Board picked up seven leads for conventions to be held in Hamilton and the rest of the some thirty exhibitors were delighted with the association and corporation representation. Additionally, the Convention Centre has already benefited from the Marketplace in that we have booked a six hundred person banquet for one client and a series of meetings for another. The cost of the Marketplace for the Convention Centre will therefore be recovered.

It has been confirmed that the Municipal Assessors will have their convention in Hamilton in 1986; the Squaredancers will probably be confirmed sometime in August for a convention in Hamilton in 1990. In addition, the Sales Manager is working on a number of conventions between 1986 and 1990 and these were confirmed this week.

OPERATIONS

The Board members will note that a new neon sign is outside the Centre on Summers Lane and this sign matches very well with the other two new

signs on Main and King Streets. Several approaches have been made to the City regarding approach signs into the City and in the City itself for direction to the Centre; the General Manager will continue pressing to have these signs erected.

The Centre has recently been very busy with "Home Coming" events and many former Hamiltonians have been through the building in the last month. As many of these Hamiltonians are in very influential positions and it is the first time that they have viewed the Centre, it is hoped that this will create more business, especially in conventions.

PERSONNEL

Ms. Kim Winlove-Smith, who left the Centre last month to join the sales staff of the Sheraton Hotel, has been replaced by Ms. Cheryl Rodgers. Ms. Rodgers formerly worked at the Centre in a part-time capacity as the Accounting Clerk and is familiar with the operation of the Centre.

TRADE CENTRE ARENA

A new General Manager has been hired by the Personnel Search Committee of the Trade Centre Arena and I would expect, as Interim General Manager of the Trade Centre Arena, to turn over the reigns as soon as he arrives.

Meanwhile, I have been negotiating with Jack Robillard of Brantford to move the former Brantford Alexander Junior A Hockey Team into the Trade Centre Arena. A report on this subject has been forwarded to the Trade Centre Arena Sub-Committee.

A news release has been forwarded to all appropriate agencies on the Trade Centre Arena and it is gratifying to know that the Trade Centre Arena will appear in a feature article in the pre IAAM Convention issue of Amusement Business newspaper. Additionally, we have learned that the 1,500,000 circulation Performance Entertainment magazine will devote their front cover and featured article to the Trade Centre Arena in the October/November, 1985 time frame.

GENERAL

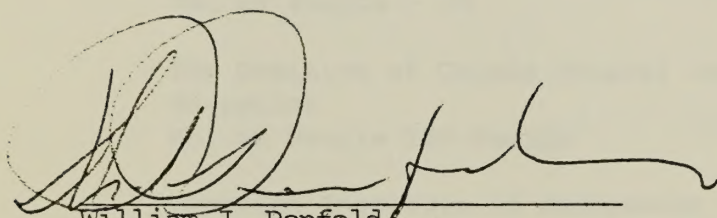
The General Manager of the Convention Centre was very involved in the Magna Carta arrival in Hamilton. As a result the Charter was flown from Kansas City to Hamilton in a "Buffalo" aircraft of the Canadian forces with all the attendant publicity.

The Convention Centre, in conjunction with Rotary, also sponsored a Father's Day Brunch as a Hamilton Homecoming feature. The aim was to donate any profits to the Rygiel Home for the Disabled. The Brunch

GENERAL cont'd.

was very successful and over \$2,000 was accrued which enabled us to buy a wheelchair and accoutrements for the Home.

The City also challenged Ottawa in a fitness contest during May. The Hamilton Convention Centre participated in this contest along with other City staff. The City won the contest.

A large, stylized handwritten signature in black ink, appearing to read 'William J. Penfold', is written over a horizontal line.

William J. Penfold
General Manager

WJP:pb

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that proper record-keeping is essential for the integrity of the financial system and for the ability to detect and prevent fraud. The document also outlines the specific requirements for record-keeping, including the need to maintain records for a minimum of five years and to ensure that records are easily accessible and retrievable.

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HAMILTON CONVENTION CENTRE

FUNCTIONS HELD DURING THE MONTH OF MAY, 1984

May 1st - Canadian Club of Hamilton
Reception/Luncheon
No. of People 126

May 2nd - Toronto Dominion Bank
Meeting
No. of People - 60

The Dominion of Canada General Insurance Company
Reception
No. of People 120 People

Canadian Institute of Management
Dinner/Meeting
No. of People 22

The United Way
Reception/Meeting
No. of People 100

Alec Murray Real Estate Company Limited
Meeting
No. of People 100

Media Club of Canada
Dinner/Meeting
No. of People 15

May 4th
5th, 6th
& 7th - Women's World '84
No. of People -?

May 7th The Appraisal Institute of Canada - Hamilton Branch
Meeting
No. of People 65

Dover Industries Limited
Reception/Dinner
No. of People 38

- May 8th & 9th - Hamilton I.S.A. Instrument Show
Room Set-up/Dining Room/Show
No of People - ?p
- May 8th - The Corporation of the City of Hamilton
Meeting
No. of People - 17
- May 9th - The Personnel Association of Hamilton
Reception/Luncheon/Meeting
No. of People - 30
- Canadian Telephone Employees Association
Meeting
No. of People - 100
- Ontario Insurance Adjusters Association
Reception/Dinner/Meeting
No. of People - 40
- Alec Murray Real Estate Company Limited
Meeting
No. of People - 50
- May 10th - Ontario Family Life Education Association
Displays/Workshops/ Luncheon
No. of People - 800
- Ontario English Catholic Teachers Association
Reception/Luncheon
No. of People - 300
- Columbia Chemicals Canada Limited
Reception/Dance
No. of People - 160
- May 11th - Quarter Century Club - The Steel Company of Canada Ltd.
Reception/Dinner
No. of People - 500
- The Institute of Public Administration of Canada
Reception/Luncheon/Meeting
No. of People - 13
- Institute of Electrical and Electronic Engineers
Reception/Dinner
No. of People - 54

May 12th - Revenue Canada Taxation
Reception/Dinner/Dance
No. of People - 217

Czechoslovak National Association
Meeting/Dinner/Reception
No. of People - 85

Eaton Yale Company Ltd.- Advertising and Sales Club of Hamilton
Reception/Dinner/Dance
No. of People - 215

Ancaster High School
Dance
No. of People - 1200

May 13th - McMaster University Medical Graduates
Ceremony/Brunch
No. of People - 730

The Hamilton Flea Market Ltd.
Flea Market
No. of People - ?

May 14th - Dofasco Inc.
Fashion Show/Reception/Dinner
No. of People - 675

Ambitious City Toast Mistress
Dinner/Meeting
No. of People - 25

May 14th
15th, 16th
17th, 18th Ministry of Community and Social Services
Meetings
No. of People - 16

May 15th - American Concrete Institute
Reception/Dinner
No. of People - 60

Administrative Management Society
Reception/Dinner/Meeting
No. of People - 45

May 15th - The Conference Board of Canada
Meeting/Reception/Luncheon
No. of People - 18

I.B.E.W. Local Union 636
Meeting
No. of People - 20

The Canadian Food Service Executives Association
Reception/Dinner/Meeting
No. of People - 22

May 16th - Ontario. Pharmacists Association
Reception/Dinner/Meeting
No. of People - 75

Women's Canadian Club
Reception/Luncheon
No. of People - 446

Alec Murray Real Estate Company Limited
Meeting
No. of People - 160

Ontario Nursing Home Association
Meeting/Luncheon
No. of People - 21

The Canadian Imperial Bank of Commerce
Meeting
No. of People - 60

Ontario Secondary School Teachers - Hamilton Board of Education
Meeting
No. of People - 20

Bell Canada - Operator Services
Meeting
No. of People 20

The Permanent
Meeting
No. of People - 50

May 16th
& 17th - M.C.C. Powers
Meeting
No. of People - 50

May 17th - Cyanamid Canada Inc.
Reception/Dinner/Meeting
No. of People - 21

Stelco Inc.
Reception/Dinner/Presentation
No. of People - 110

Canada Trust
Meeting/Luncheon
No. of People - 70

Young Authors Conference
Demonstration
No. of People - 30

Ministry of Community and Social Services
Meeting
No. of People - 16

May 19th - Sage/Revell Wedding
Reception/Dinner/Dance
No. of People - 100

May 20th - The Hamilton Flea Market Ltd.
Flea Market
No. of People - ?

May 21st - Lovejoy Agency
Rev. Whittington Crusade
No. of People - 1000

May 22nd - Association of Information Systems
Reception/Dinner/Meeting
No. of People - 35

May 23rd - Tridon - "The True North Challenge"
Reception/Meeting
No. of People - 75

Cyanamid Canada Inc.
Reception/Dinner/Meeting
No. of People - 35

Canadian Club
Luncheon/Meeting
No. of People - 9

- May 23rd - The Hamilton-Wentworth Housing Authority
Reception/Dinner/Meeting
No. of People - 10
- May 24th - Rotary Club of Hamilton
Luncheon
No. of People - 275
- May 25th - Canadian Association of Clinical Surgeons
Reception/Dinner/Entertainment
No. of People - 100
- Cardinal Newman High School
Dinner/Dance
No. of People - 438
- May 26th - Denton Reception
Reception/Luncheon
No. of People - 30
- Brunswick Bowling League
Reception/Dinner/Dance
No. of People - 50
- McMaster University
Reception/Dance
No. of People - 950
- Wiles/Gunter Wedding
Reception/Dinner/Dance
No. of People - 90
- May 27th - The Hamilton Flea Market Ltd.
Flea Market
No. of People - ?
- May 28th - City of Hamilton - Municipal Board
Hearings
No. of People - 30
- Ambitious City Toast Mistress
Dinner/Meeting
No. of People - 26
- May 29th - Hamilton-Wentworth Region
Reception
No. of People - 90
- Financial Concept Group
Meeting/Reception
No. of People - 450

May 29th - The Corporation of the City of Hamilton
Meeting
No. of People - 17

May 30th - Proctor-Kanary Seminars
Seminar
No. of People - 60

Burns Fry Limited
Meeting
No. of People - 60

Stelco Inc. - Engineering Department
Reception/Dinner/Presentation
No. of People - 200

Ontario Nursing Home
Meeting/Luncheon
No. of People - 20

May 31st - Aatel Communications
Meeting/Luncheon
No. of People - 20

Canadian Gypsum Co. Ltd.
Meeting
No. of People - 10

Ontario Progressive Conservative
Premier's Dinner
No. of People - 516

FINANCIAL REVIEW: FISCAL 1984

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Budget

Actual

83

1.65

1.59

Revenue

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Expenditures

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400 .

300 .

200 .

100 .

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D

Deficit

May, 1984



Revenue



Expenditures



Profit

May, 1984



HAMILTON CONVENTION CENTRE

OPERATIONS COMMITTEE REPORT

JUNE, 1984

The Operations Committee met Monday, June 18, 1984, 6:00 P.M., Room 206. The following is a report of that meeting.

1. Hamilton Marketplace

Hamilton Marketplace, held June 14, 1984, was a very successful event. As a direct result, a six hundred person banquet has been booked, as well as a series of meeting rooms booked from September, 1984 through May, 1985. Many out-of-town visitors attended the event, expressing their pleasure with the facilities. The General Manager advised that such an event will be repeated, perhaps on a semi-annual basis.

2. Summers Lane Passenger Elevator: Fire Department Regulations

Pursuant to a request made by the Operations Committee at its May 22, 1984 meeting that the General Manager obtain, in writing, documentation from the Fire Department regarding its regulations in respect to the fire doors adjacent to the Summers Lane elevator, a self explanatory letter was received from Mr. G. K. Millar, Chief Fire Prevention Officer. The letter states that "The repositioning of the turnstiles to an east/west line across the opening extending from the escalator to the stair alcove would reduce the width of access to the exit facility located across from the escalator. This reduction in access would reduce the high degree of life safety incorporated into the design and construction of your facility. Accordingly, the turnstiles would be considered an obstruction to the required exits and therefore, this Department cannot agree to the proposal." A copy of the letter is attached for your perusal.

It was agreed that a review of the accessibility of the King Street elevator will be conducted once signage for the underground parking is complete. Problems which were reported regarding the operation of the Summers Lane elevator will be investigated by the Director of Operations.

3. Comment Cards: Prestuck Labels

At the request of the May 22, 1984 Operations Committee, the Comment Cards have been revised to include the inscription "Hamilton Convention Centre Staff will be Pleased to Forward Comments to Trade Show Promoters." Promark Printing Incorporated, the company which

originally printed the cards, added this sentence to the current stock for a nominal fee.

4. Stronco Contract Negotiations:Update

The General Manager reported that a mutually agreeable contract is being presently negotiated with the proviso that the General Manager provide Stronco with a letter indicating his willingness to ensure that the Hamilton Convention Centre will, subject to the discretion of the General Manager, charge 15% to all show services companies using the Hamilton Convention Centre facilities.

5. Deficient Items:Convention Centre

A copy of a summary of deficient items in the Centre that the City Architect has forwarded to the Ontario Government is attached for your information.

During discussion of the deficiencies the Director of Operations was requested to clarify with the City Architect that once the City has given approval to proceed with corrective measures, that such action does not absolve the building's architect of responsibility.

It was recognized that the repair of the kitchen ceiling was critical. Mr. Dockman advised that a drop ceiling has been suggested and that it is anticipated work will take place during the summer months when Convention Centre activity is diminished. The Director of Operations to obtain, in writing from the City Architect, a statement that the completion of repairs to the ceiling is pursuant to the recommendation of the City Architect.

6. Monthly Overview of Marketing/Sales Department

The Committee received the May 1984 overview of the Marketing/Sales Department for information. The overview indicates a total of acquired business in the amount \$87,505.00; a copy is attached for your perusal. The Committee requested that in future reports the following information be included:

- i) business lost for the month; and
- ii) the identification/separation of repeat and new business.

7. International/Offshore Visits:Prospective Revenue

The General Manager advised that the promotion of the Hamilton Convention Centre can be conducted anywhere with lucrative results; his June 13th memorandum and attached letter regarding the World Federation of Occupational Therapists (WFOT) conference was received which supported his statement. Ms. Street advised that Rosemary Neilson, Chief Occupational Therapist at the Hamilton Psychiatric

Hospital, is excited at the prospect of a world convention in Hamilton and looks forward to discussing the possibility with the General Manager. The correspondence is attached for your information.

8. Uniforms

The Committee approved the recommendation that uniforms be supplied by Canadian Linen for one year, effective June 1, 1984. Please refer to supporting documentation which is included with the June Audit & Finance Report.

9. Reclassification:Accounting Clerk

Following a review of the documentation regarding the reclassification of the Accounting Clerk position it was clarified that the request is being proposed because the additional responsibilities listed below have been added to the position since the Thorne, Stevenson & Kellogg Report was completed:

- i) the preparation of monthly accruals in respect of expenditures (including part-time payroll) and revenues which are required before work can commence on preparing the financial statements; and
- ii) the posting of adjusting journal entries to accounting work-sheets which are then used in preparing the Centre's monthly financial statements.

The Committee recommended that the Accounting Clerk position be re-classified to salary grade 103, step 1, subject to the review of the City's Personnel Director. In future, it was clarified that prior to presentation to the two Board Committees and the full Board, any review of positions be reviewed by the City's Personnel Director. Supporting documentation is attached to the Audit & Finance Report.

10. Regional Squaredancers' Organization

It was reported that the Hamilton Convention Centre has won the bid for the 1990 national Squaredancers' convention and that the General Manager has been requested to accompany the Regional Squaredancers to their national conference in Winnipeg in August, 1984, at which time Mr. Penfold would be speaking with the national squaredancers' executive. The correspondence is attached for your information.

11. 1983 Capital Requests

The Committee approved the expenditure of \$6,690 from the 1983 Capital Budget for the purchase of the following:

i) office furniture	\$4,340
ii) artificial plants	<u>\$2,350</u>
TOTAL:	\$6,690

Supporting documentation is attached to the Audit & Finance Report.

12. Hiring of Second Cook

Following review of the documentation (attached to the Audit & Finance Report) the Committee approved the recommendation to hire a second cook, pay grade 103, step 1, effective September 4, 1984. The Director of Operations advised that the position would be posted internally; this is inclusive of the City and the Region.

A brief discussion ensued regarding Affirmative Action; Alderman Hinkley advised that the City, as yet, has no formal policy in this regard.

13. Report of the Marketing Sub-Committee

The Marketing Sub-Committee's review of the Convention Centre's Marketing Plan was presented by Mr. Clark. Areas highlighted were the need for improvement in the following areas:

- i) food and beverage
(HCC should attain one-third of the local market);
- ii) number of delegates
(HCC currently second lowest);
- iii) number of dollars spent per capita
(HCC, at \$44.60, is currently below average which is \$63.90);
- iv) competition in the local market requires some improvement; competition nationally and internationally requires a great deal of improvement.

The Sub-Committee raised three questions for consideration:

1. Where does the Convention Centre want to be in 1989?
2. What has to be done to get there?
3. How does the General Manager get the Delegates?

The Sub-Committee concluded its findings by recommending that the General Manager be given the authority to spend up to \$60,000 of the \$120,000 advertising budget.

During the following discussion the General Manager advised that to date, none of the advertising budget has been spent because the agreement between the City and the new Sheraton Hotel has not been concluded. This has meant that the Convention Centre has been excluded from valuable advertising in 1984 and thus, has experienced a possible loss of convention business. Despite the lack of an agreement between the City and Lakeview Development, construction on the new hotel has continued and it would appear that the hotel will be completed on schedule. Based on this premise, the General Manager stated that the Convention Centre should be promoting its facilities both nationally and internationally; any advertising taking place now would be done with the goal of reaching as many potential convention business clients as is possible. Mr. Penfold

stated he believed this could best be accomplished by media advertising.

A discussion regarding the results of advertising ensued. It was concluded that results were intangible; however, any increase in delegate/convention business would have a positive effect in the community as money is spent by delegates visiting the City.

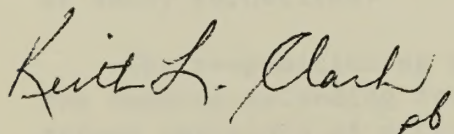
Alderman Hinkley expressed concern that a conservative, gradual regime be implemented in the expenditure of the funds in the most appropriate manner in order to attract convention business to Hamilton.

The Committee concluded its discussions with the approval of the recommendation that the General Manager be authorized to spend up to \$60,000 of the advertising budget.

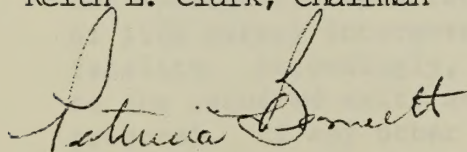
14. Coinless Public Telephones

Bell Canada will be installing six coinless public telephones which are dedicated to the credit card and charge call market. This installation will represent revenue of \$60.00 per month to the Convention Centre. The phones will be installed sometime in mid August.

Respectfully submitted,

Handwritten signature of Keith L. Clark in cursive script.

Keith L. Clark, Chairman

Handwritten signature of Patricia Bennett in cursive script.

Patricia Bennett, Secretary

JUN 12 1984

FILE NO. _____



L.G. SALTMARSH
FIRE CHIEF

G.K. MILLAR
CHIEF FIRE
PREVENTION OFFICER

THE CORPORATION OF THE CITY OF HAMILTON

HAMILTON FIRE DEPARTMENT

FIRE PREVENTION OFFICE

55 KING WM. ST.

HAMILTON, ONTARIO

L8R 1A2

June 8, 1984

Hamilton Convention Centre
115 King Street West
Hamilton, Ontario
L8P 4T9

Attention: Mr. W. J. Penfold
General Manager

Dear Sir:

This will confirm the decision reached, this date, as a result of a visit to the Convention Centre concerning the proposed relocation of entry turnstiles.

The re-positioning of the turnstiles to an east west line across the opening extending from the escalator to the stair alcove would reduce the width of access to the exit facility located across from the escalator. This reduction in access would reduce the high degree of life safety incorporated into the design and construction of your facility. Accordingly, the turnstiles would be considered an obstruction to the required exits and therefore this Department cannot agree to the proposal. If any other alternate proposals are developed to alleviate your problem, please feel free to contact me at anytime.

Yours truly,

G. K. MILLAR
Chief Fire Prevention Officer

GKM/ggf

cc Chief L. G. Saltmarsh

INSPECT — DETECT — PROTECT

FIRE HAZARDS



The Corporation of the City of Hamilton

City of Hamilton
City Hall
100 King Street West
Hamilton, Ontario
L8N 3Z5

June 15, 1994

Hamilton Community Centre
437 King Street West
Hamilton, Ontario
L8N 3Z5

Attention: Mr. M. J. Smith
Community Services

Dear Sir:

This will confirm the verbal agreement made on June 15, 1994, at a meeting of the Community Services Committee regarding the proposed relocation of many residents.

The Corporation of the City of Hamilton is pleased to announce that the proposed relocation of many residents to the new Hamilton Community Centre is now complete. The Corporation is pleased to announce that the new Hamilton Community Centre is now open and ready to receive all residents. The Corporation is pleased to announce that the new Hamilton Community Centre is now open and ready to receive all residents. The Corporation is pleased to announce that the new Hamilton Community Centre is now open and ready to receive all residents.

Yours truly,

[Signature]

W. J. Smith

Chief Executive Officer

WJL:gl

cc: Chief Executive Officer



HAMILTON CONVENTION CENTRE

DATE: June 6, 1984

MEMO TO: Mr. Keith L. Clark
Chairman
OPERATIONS COMMITTEE

COPIES TO: Operations Committee Members

FROM: Mr. W. Penfold
General Manager

SUBJECT: DEFICIENT ITEMS: CONVENTION CENTRE

Attached for your information is a summary of deficient items in the Centre that the City Architect has forwarded to the Ontario Government. He has requested that Queen's Park examine the items and advise on any corrective action that can be taken under the contracts.

A handwritten signature in dark ink, appearing to read 'W. J. Penfold', written over a horizontal line.

W. J. Penfold
General Manager

WJP:pb:encl.



THE CORPORATION OF THE CITY OF HAMILTON

OFFICE OF
CITY ARCHITECT
HAMILTON, ONTARIO

1984 May 17

Ministry of Government Services,
Design Services Branch,
Construction Section,
11th Floor, Ferguson Block,
Queen's Park,
Toronto, Ontario.
M7A 2G3

Att: Mr. A.L. McLaren,
Construction Co-ordinator

Re: Hamilton Convention Centre
Deficiency Items

Dear Sir:

May I bring to your attention the following items brought forth in the past and which have recently developed;

(i) Fan Coil Unit above the Entrance from Summers Lane

The water supply line and/or Globe Valve for the Fan Coil Unit above the entrance from Summers Lane froze resulting in a broken supply line and/or Globe Valve as well as the damage of the cedar stripped ceiling above the entrance. After investigation we found that the outside wall facing Summer's Lane had not been insulated resulting in the above.

The damage has not been repaired as yet and could be viewed any time.

(ii) Location of intake/exhaust plenum on Level 383

A detailed report had been sent to your attention on March 11th, 1983. Due to the urgency of the alteration, we have asked the Convention Centre to proceed with the corrective work immediately.

continued.....

1984 May 17

(iii) Fire Door between loading area and the Exhibition Hall 145

This overhead roll door is approximately 12" too short and will not fully close to provide the required fire separation.

(iv) Overhead Doors at MacNab St. & King St.W.

The East overhead door at the truck entry finally collapsed and extensive repair work had to be done. Two of the springs in the cylinder broke and had to be replaced.

The North overhead door is showing signs of weakening and will be overhauled shortly.

We still maintain as mentioned in previous letters to you on March 29, 1983 and May 11, 1983, and in a letter to the Architect on March 12, 1984, that the malfunctions in the past, were to be blamed on the original installation.

(v) Kitchen Ceiling

The drywall ceiling above the dishwasher is becoming a potential hazard. It is in desperate need of repair and/or replacement. Condensation from the dishwasher at the points of entry & exit of the dishes is not being absorbed by the exhaust ducts but settles at the ceiling. The moisture drips off the ceiling onto the floor and also penetrates through the seams of the drywall and is being absorbed by the ceiling panels. Part of the material has fallen off and another part is bulging and could fall off any time.

The dirt and grime was cleaned from the exhaust fan blades, but with very little difference in the suction. It was suggested to increase the speed of the motor which had been done previously without success.

It was also suggested to install a larger unit which would result in an alteration of the ductwork.

(vi) MacNab Street - Area east of Shipping Office

The grade of the exterior paving bricks and the elevation of the bottom window frame of the shipping office were such that water falling in this area was directed towards the building rather than away from the building, resulting in water penetrating into the office.

....continued....

1984 May 17

(vi) cont'd.

The following corrective work has been done:-

- (i) a rainwater drain has been installed and connected to an existing drain below.
- (ii) the exterior interlocking stones have been altered to direct the waterflow away from the building and into the drain.

These items have been discussed with the representative of your consultant, Trevor Garwood-Jones, and we have made him aware of our concerns. As stated above, items (ii), (iv) and (vi) have had remedial work done by us.

Although the guarantee period has expired, it is our contention that all these items are deficiencies in design and/or construction. We would ask that you consider and advise us of the action which can be taken under your contracts, to have these matters corrected.

We are available to meet with you as you may wish to clarify any of our concerns.

Yours very truly,

David C. Freeman,
City Architect and
Co-ordinator, Lloyd D. Jackson Square

FWE:ph

✓c.c. Hamilton Convention Centre,
Att: Mr. Stephen Dockman

c.c. C.U.P.,
Att: Mr. Leo Constantinides



HAMILTON CONVENTION CENTRE

MONTHLY OVERVIEW

MARKETING AND SALES DEPT.

MAY 1984

<u>CONTACTS</u>	<u>PERSONAL</u>	<u>TELEPHONE</u>	<u>IN HOUSE</u>	<u>MAIL</u>
Week 1	14	60	7	20
Week 2	16	45	11	30
Week 3	20	50	3	35
Week 4	15	45	9	40
	<u>65</u>	<u>200</u>	<u>30</u>	<u>125</u>

DEFINITE BOOKINGS

Sheehan/Robertson - May 25, 1985	3,847.00
Ashdown/Corley - June 29/85	3,847.00
Municipal Affairs & Housing - June 18/84	665.00
Imperial Bank of Commerce - May 16/84	116.00
Lovejoy Agency - May 21/84	1,590.00
Big Sisters - Nov. 30/84	12,826.00
Denton Reception - May 26/84	411.00
Bell Canada - May 16/84	97.00
Burns Fry - May 30/84	223.00
Academy of Veterinary Medicine - ec. 14/85	3,585.00
Revlon - Aug. 24/84	338.00
Class of 38B - June 8/85	737.00
Hamilton Real Estate Board - June 13/84	371.00
Secondary School Teachers - Apr. 24/85	7,250.00
Canadian Club - May 23/84	67.00
Wee Two Doll Show - March 31/85	1,298.00
Firestone - Dec. 1/84	4,626.00
Ad & Sales Club - May 11/85	7,054.00
Junior Achievement - June 6/84	603.00
Bond Wedding - June 22/85	3,334.00
St. Joseph's Hospital - June 6/85	8,819.00
Ministock Association - October 20/84	3,847.00
Burlington Barbershopper - Apr. 19/20/85	4,123.00
Westinghouse - June 14/84	2,204.00
Horizon Holidays - Oct. 20/84	2,597.00
Halifax Insurance - Dec. 7/84	1,447.00
Comptree Investors - June 7/84	360.00

City of Hamilton	June 4/5/6/84	164.00
Proctor - Kanary Seminars	- June 6/84	371.00
Canadian Gypsum	- May 31/84	105.00
Toast Mistress Club	- June 25/84	225.00
Regional Dept. of Finance	- June 22/84	500.00
Regional Solicitor	- Oct. 19/84	194.00
Dundas Valley School of Art	- Nov. 23/84	6,614.00
Fordell Retirement	- Oct. 5/84	1,433.00
Stelco Credit Union	- March 30/85	1,297.00
Clarkson Gordon	- June 25/84	320.00
		\$87,505.00

TENTATIVE BOOKINGS

NO'S

Estonia Society	- Dec. 31/84	100
Revlon	- Oct. 9/84	20
Oakville Barbershoppers	- June 8/85	450
Parkside High School	- June 1/85	1,500

MEETINGS ATTENDED

General Manager - 4
Convention Action Committee - 4
Ad & Sales Club - 2
Bi-Centennial - 4
Convention Groups - 3

DEPARTMENT INITIATIVES

Bride of the Month Mail Outs - 150
Successful Meetings - 150
Organize Marketplace (610 invitations sent)



HAMILTON CONVENTION CENTRE

DATE: June 13, 1984

MEMO TO: Mr. K. Clark, Chairman
OPERATIONS COMMITTEE

COPIES TO: Committee Members

FROM: Mr. W. J. Penfold, General Manager

SUBJECT: International/Off-Shore Visits:
Prospective Revenue

Attached for information is a self-explanatory letter from a personal friend of the General Manager who lives in the United Kingdom and was visited by the General Manager on his recent holiday.

The purpose of its inclusion to the Committee is to demonstrate the value of international and off-shore visits by sales staff. There is not only revenue to be made as a result of these visits, but also the convention spending spin-off to the community is lucrative.

Incidentally, the General Manager will be making a pitch to the Canadian Association of Occupational Therapists with the view to holding their 1990 convention in Hamilton.

William J. Penfold
General Manager

WJP:pb:encl.

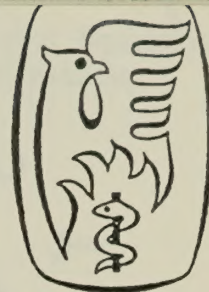


HAWAIIAN GOVERNMENT

OFFICE OF THE GOVERNOR
HONOLULU, HAWAII
JANUARY 1, 1900
TO THE HONORABLE COMMISSIONER OF THE LANDS
FROM THE GOVERNOR
SUBJECT: LANDS BELONGING TO THE GOVERNMENT
RE: LANDS BELONGING TO THE GOVERNMENT

The purpose of this document is to inform the public of the lands belonging to the Government of the Hawaiian Islands. The lands are located in the County of Honolulu, and are of various sizes and shapes. The lands are being offered for sale to the public, and the proceeds of the sale will be used for the benefit of the Hawaiian people. The lands are being offered for sale at a public auction, and the highest bidder will be the owner of the land. The lands are being offered for sale at a price of \$100 per acre, and the minimum bid is \$1000. The lands are being offered for sale on January 1, 1900, at the County Clerk's Office, Honolulu, Hawaii.


GOVERNOR
HONOLULU, HAWAII



MAY 30 1984

College of Occupational Therapists

President: Rt. Hon. Lord Byers, PC, OBE, MA Secretary: Air Commodore G.J.B. Claridge, C.B.E., R.A.F. (Ret'd)

21st May 1984

Dear Bill,

It was good to see you & Pat the other week & to know at first hand that all was going well. Since then the "Timmins" made a quick visit to London but Tim who retires in August is clearly having difficulty in finding future employment. I sense he feels the pressure of leaving retirement until the last possible date, not knowing what he wants to do & not knowing where he will be living in 2-3 months time etc.

The last time the World Federation of Occupational Therapists (WFOT) held their conference in Canada was 1974 in Vancouver. There might be a move to return to North America in 1990 & should you wish to be a bid then the contact address would be:

Canadian Association of OTs (affiliated WFOT rep.)
801 Eglinton Avenue
West Ste 401

I have spoken with the R&A Club
re your membership. I expect they will
be writing to you in the next day or
so. I believe the retired officer's rate
is just under £30 p.a. which at the current
exchange rate shouldn't be too painful.

Take care & love to Pat. Hope to
see you both again in the not too
distant future.

Yours ever

Geoff



HAMILTON CONVENTION CENTRE

DATE: June 12, 1984

MEMO TO: Mr. K. Clark, Chairman
OPERATIONS COMMITTEE

COPIES TO: Committee Members

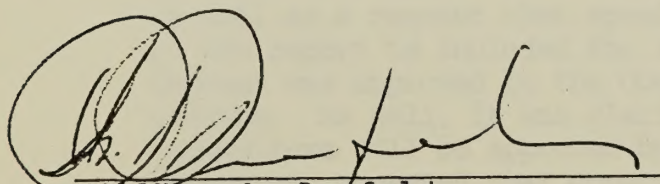
FROM: Mr. W. J. Penfold
General Manager

SUBJECT: Regional Squaredancers' Organization

The General Manager has recently concluded negotiations with the Regional Squaredancers' Organization to bring their 1990 national convention to Hamilton. The convention is 9,000 strong and the local squaredancers are very enthusiastic. In the bidding, both Toronto and Hamilton were represented and Hamilton won.

The squaredancers have now advised that they would appreciate the General Manager accompanying their group to their national conference in Winnipeg in August, 1984 to confirm the 1990 Hamilton site. The General Manager would be speaking to the national squaredancers' executive.

Committee and Board approval are therefore requested for the General Manager to travel to Winnipeg in August. The trip is well within the marketing budget.



William J. Penfold
General Manager

WJP:pb



June 14, 1984

DATE:

Mr. W. J. ...
OPERATIONAL COMMITTEE

NAME:

Executive Director

OFFICE:

Mr. M. J. ...

PHONE:

General Manager

Regional Development Committee

ADDRESS:

The General Manager has recently concluded a visit to the Regional Development Committee. The committee is a very active group and the General Manager was very impressed with the work of the committee. The General Manager was also very impressed with the work of the committee.

The General Manager has also been very impressed with the work of the committee. The General Manager was also very impressed with the work of the committee. The General Manager was also very impressed with the work of the committee.

The General Manager has also been very impressed with the work of the committee. The General Manager was also very impressed with the work of the committee. The General Manager was also very impressed with the work of the committee.

Mr. M. J. ...
General Manager

cc: [illegible]



HAMILTON CONVENTION CENTRE

AUDIT & FINANCE COMMITTEE REPORT

JUNE, 1984

The Audit & Finance Committee met Tuesday, June 19, 1984, 6:30 P.M., Room 206. The following is a report of that meeting.

1. Presentation of the Unaudited Financial Results for the Five Month Period Ended May 31, 1984

The Audit & Finance Committee reviewed, in detail, the results of unaudited financial statements for the five-month period ended May 31, 1984 and recommended the statements be approved by the Board of Directors and submitted to the City Treasurer.

2. 1984 Budget Reallocation

It was agreed that a reallocation of \$5,000 from the National and International Advertising Budget to Temporary Help (Information Desk) 3321 - 0602, in the amount of \$1,000 and to Contractual Services (Janitorial) 3321 - 1057, in the amount of \$4,000 be approved. The Director of Finance reported that additional staff time was required on the Information Desk due to an increase in business; the increase to the Janitorial allocation was due to the provincial government's raise in the minimum wage effective March 1 and October 1, 1984 as well as an increase in staffing requirements due to an increase in business at the Centre. Supporting documentation is attached for your information.

3. Report to Board Committees: 1984 Capital Requirements

The Committee received the report on the 1984 Capital Requirements as well as a request that spending authority be approved. A copy of the report is included for information. It was noted that this request was approved by the Operations Committee at its May 22nd meeting. As well, it was clarified that individual requests for expenditure will be approved by the Board. The Chairman of the Committee requested that more specific statistics be documented with reference to the number of occasions when it has been necessary to obtain stage units from outside the facility (number three of Mr. Dockman's submission report). The Committee approved the recommendation that spending authority be granted.

4. 1983 Capital Requests: Telephone Extension
:Office Furniture
:Artificial Plants

The Committee approved the following 1983 Capital Expenditures:

i) Telephone Extension	\$1,780.00
ii) Office Furniture	\$4,340.00
iii) Artificial Plants	<u>\$2,350.00</u>
TOTAL:	\$8,470.00

Supporting documentation regarding these expenditures is attached. It was requested that before acquiring the office furniture, inquiries be made at the City and the Region regarding the possibility of acquiring surplus furniture from either of those facilities. As well, it was requested that alternate distributors of the Mitel SX 100 - 205 telephone system be polled regarding additions to the current system.

5. Part-Time Wage Increase

The Committee endorsed the recommendation that Part-Time staff receive a 5% wage increase, effective January 1, 1984. Supporting documentation is attached for your information.

6. Report on Affect of 15% Rebate:Trade Show Service Companies

The Committee approved the recommendation that a 15% rebate on the gross charged by show service companies to show producers be brought into effect at the Hamilton Convention Centre effective January 1, 1985. The report documenting the affect of the 15% rebate is attached for your perusal.

7. Uniforms

The recommendation that the Canadian Linen company supply uniforms for a one year period, effective June 1, 1984, was approved. Rationale for this recommendation is attached.

8. Reclassification:Accounting Clerk

Following a review of the supporting documentation (attached) the Committee approved the reclassification of the Accounting Clerk position to salary grade 103, step 1, effective January 1, 1984. It was clarified that the City's Personnel Director concurs with this recommendation.

9. Hiring of Second Cook

Following a review of the supporting documentation (attached) the Committee approved the hiring of a second cook, effective September 4, 1984 at salary grade 103, step 1.

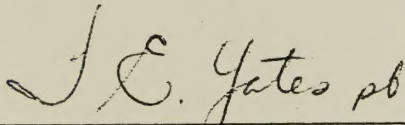
10. Budgetary Control and Reporting to the Local Board and the City of Hamilton

The Committee referred to the Board the request made by the City Treasurer to submit budget status reports on the 15th of every month, following the end of the reporting month.

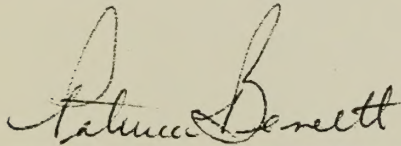
11. Report of the Marketing Sub-Committee

For the information of the Committee, Mr. Clark advised that the Operations Committee had approved a recommendation presented by the Marketing Sub-Committee to authorize the General Manager to spend up to \$60,000 of the \$120,000 Advertising Budget. The rationalization for this expenditure is fully documented in the Operations Committee Report for June, 1984.

Respectfully submitted,

Handwritten signature of Terry E. Yates in cursive script, followed by the initials "pb".

Terry E. Yates, Chairman

Handwritten signature of Patricia Bennett in cursive script.

Patricia Bennett, Secretary

HAMILTON CONVENTION CENTRE
UNAUDITED OPERATING RESULTS
FOR THE FIVE MONTH
PERIOD ENDED MAY 31, 1984

I N D E X

OPERATING RESULTS FOR

THE FIVE MONTH

PERIOD ENDED MAY 31, 1984

Introduction

Revenue recap 3301

Rental Revenues 3301 - 10

Food & Beverage Banquets 3301 - 20

Other Revenue 3301 - 30

Expenditures Recap 3321

Administration 3321 - 01

Information Desk 3321 - 06

Building Maintenance 3321 - 10

Purchasing/Receiving 3321 - 20

Marketing/Sales 3321 - 30

Food & Beverage - Administration 3321 - 50

Food & Beverage - Kitchen 3321 - 52

Food & Beverage - Banquets 3321 - 54

Food & Beverage - Wastage 3321 - 58

Part-Time Labour Utilization Report

Analysis of Food & Beverage Costs

Inventories

Aging of Accounts Receivable

Account Number 3301 indicates Revenues

Account Number 3321 indicates Expenditures

Page 1.

Page 2.

Page 3.

Page 4, 5.

Page 6.

Page 7, 8.

Page 9.

Page 10, 11.

Page 12.

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Page 15.

Page 16, 17.

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Page 22.

HAMILTON CONVENTION CENTRE
UNAUDITED FINANCIAL REPORT FOR THE FIVE
MONTH PERIOD ENDED MAY 31, 1984

Enclosed are the operating results for the month of May and the five month period ended May 31, 1984, which indicate deficits of approximately \$8,550 and \$133,700, respectively.

It should be noted that the operating deficit of \$133,700 for the five month period ended May 31, 1984 is well within the Centre's five month budgeted deficit of \$154,100. This is noteworthy since it indicates a budgetary surplus of approximately \$20,400 which arose primarily due to:

- (1)- revenues for the five month period exceeding budget by \$21,006 or 3.3%; and
- (2) a reduction of \$15,691 from budget in respect of advertising and promotional expenditures.

It should also be noted that the Centre's operating results for the month of May, 1984 were adversely affected by the resignation of two of its full-time employees. These resignations resulted in additional payments of \$12,397, in total, to these employees in respect of their earned vacation pay and sick day credits.

A COMPARISON OF THE FIVE MONTH DEFICIT
FOR 1984 WITH THAT INCURRED FOR 1983

The five month deficit of \$133,700 for 1984 compares favorably with the \$158,500 deficit for 1983 due largely to:

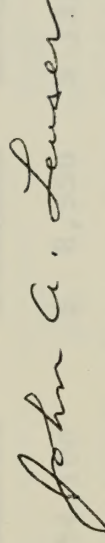
- (1) the profit margin earned on additional revenues of \$109,628 in 1984; and
- (2) a decrease in 1984 of approximately \$55,176 in professional fees incurred in 1983 in respect of the litigation and the Thorne, Stevenson & Kellogg Salary Study.

However, largely offsetting the above favourable factors are the following:

- (1) increased repairs and maintenance expenditures of approximately \$14,177 in 1984. This has occurred primarily as a result of the Centre's warranties expiring in May, 1983;
- (2) increased advertising and promotional expenditures of \$17,228 in 1984;
- (3) increased salary and benefit costs of \$31,628 in 1984 (see the comment above in respect of employee resignations during the month of May, 1984); and
- (4) increased food costs of approximately \$12,284 in 1984 as a result of a rise in the Centre's food cost percentage from a rate of 31.1% of food sales in 1983 to 34.8% in 1984. It should, however, be noted that the Centre's food cost performance continued to improve during the month of May, 1984.

If you have any questions, please contact either Mr. William Penfold, the General Manager or myself.

Yours very truly,



John A. Leuser, B.Comm., C.A.
Director of Finance
June 15, 1984

JAL:ac

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Account Number 3301 indicates Revenue detail.
Account Number 3321 indicates Expense detail

Actual Operating Results For The Five Month Period Ended May 31, 1983	Description	Budgeted Operating Results For		Actual Operating Results For		Percentage Of Total 1984 Annual Budget Spent Or Achieved
		The Year Ended December 31, 1984	The Five Month Period Ended May 31, 1984	The Month Of May, 1984	The Five Month Period Ended May 31, 1984	
<u>Revenue:</u>						
\$ 134,570	Rentals, etc, 3301 - 10	\$ 311,150	\$ 153,300	\$ 27,369	\$ 142,041	45.7%
393,138	F & B Banquets, etc. 3301-20	1,257,000	460,400	160,601	493,567	39.3%
28,470	Other Operating Revenue;	81,850	31,100	5,606	30,198	36.9%
\$ 556,178	Revenue from Operations	\$1,650,000	\$ 644,800	\$193,576	\$ 665,806	40.4%
714,678	Less Total Expenditures as shown on page 6:	2,096,950	798,900	202,126	799,506	38.1%
\$ 158,500	Excess of Expenditures Over Revenue From Operations	\$ 446,950	\$ 154,100	\$ 8,550	\$ 133,700	29.9%
194,500	Contribution from the City Of Hamilton 3301-02	446,950(1)	154,100	12,600	154,100	34.5%
\$ 36,000	Budgetary Surplus	\$ Nil	\$ Nil	\$ 4,050	\$ 20,400	

Note: It should be noted that:

- (a) The operating statements have been prepared on the accrual basis of accounting; and
- (b) No provision has been made in the operating statement in respect of the litigation.
- (1) An additional \$43,050 is being held in the City's contingency reserve in order to provide for 1984 salary and wage rate increases.

Actual Operating Results For The Five Month Period Ended May 31, 1983	Budgeted Operating Results For		Actual Operating Results For		Percentage Of Total 1984 Annual Budget Spent Or Achieved
	The Year Ended December 31, 1984	The Five Month Period Ended May 31, 1984	The Month Of May, 1984	The Five Month Period Ended May 31, 1984	
	Description				
\$ 134,570	Rentals - 3301 - 10 -	\$ 311,150	\$ 27,369	\$ 142,041	45.7%
\$ 54,637	Wentworth Exhibition Hall - 10	\$ 108,000	\$ 10,396	\$ 47,171	43.7%
2,125	Display Windows - 11	5,500	525	3,625	65.9%
12,333	Albion Room - 20	40,000	2,556	10,973	27.4%
280	Meeting Room No. 201 - 21	1,950	237	695	35.6%
2,470	Meeting Room No. 202 - 22	9,200	802	2,488	27.0%
1,740	Meeting Room No. 203 - 23	5,700	604	2,288	40.1%
600	Meeting Room No. 204 - 24	1,500	120	240	16.0%
1,672	Meeting Room No. 205 - 25	3,600	476	2,087	58.0%
4,164	Meeting Room No. 206 - 26	9,000	801	2,406	26.7%
39,425	Chedoke Banquet Hall - 30	91,000	8,155	56,473	62.1%
12,005	Webster Room - 31	24,000	1,500	8,490	35.4%
1,772	Meeting Room No. 314 - 32	7,700	691	2,516	32.7%
500	Hamilton Convention & Show Services - 40	1,500	125	600	40.0%
480	Piano Rentals - 55	1,000	180	320	32.0%
367	Rental of Tables, Chairs, Etc. - 60	1,500	201	1,669	111.3%

Actual Operating Results For The Five Month Period Ended May 31, 1983	Description	Budgeted Operating Results For		Actual Operating Results For		Percentage Of Total 1984 Annual Budget Spent Or Achieved
		The Year Ended December 31, 1984	The Five Month Period Ended May 31, 1984	The Month Of May, 1984	The Five Month Period Ended May 31, 1984	
\$ 393,138	Food & Beverage Sales - Banquet - 3301 - 20 -	\$ 1,257,000	\$ 460,400	\$ 160,601	\$ 493,567	39.3%
\$ 269,766	Food - 10	\$ 815,000	\$ 318,170	\$ 106,557	\$ 315,929	38.8%
16,705	Coffee, Juice (non-bar) Soft Drinks - 15	53,000		3,065	16,069	30.3%
47,774	Liquor - 35	145,000		23,083	67,253	46.4%
23,394	Beer - 40	100,000		10,871	36,420	36.4%
31,579	Wine - 45	127,000	142,230	15,718	52,638	41.4%
3,920	Soft Drinks (bar) and Fruit Punch - 50	17,000		1,307	5,258	30.9%

Actual Operating Results For The Five Month Period Ended May 31, 1983	Description	Budgeted Operating Results For		Actual Operating Results For		Percentage Of Total 1984 Annual Budget Spent Or Achieved
		The Year Ended December 31, 1984	The Five Month Period Ended May 31, 1984	The Month Of May, 1984	The Five Month Period Ended May 31, 1984	
\$ 28,470	Other Operating Revenue - 3301 - 30 -	\$ 81,850	\$ 31,100	\$ 5,606	\$ 30,198	36.9%
\$ 13,015	Audio-Visual, Electrical, Lighting & Operating Equipment Recoveries - 50	\$ 44,000		\$ 2,868	\$ 14,026	31.9%
272	Staff Time Recoveries - Bartenders - 60	700		24	210	30.0%
125	Staff Time Recoveries - Wait Staff - 61	310		96	630	203.2%
4,296	Staff Time Recoveries - Cashiers - 62	9,000		591	4,993	55.5%
2,898	Staff Time Recoveries - Security - 63	10,000		131	4,425	44.3%
2,364	Staff Time Recoveries - Porters - 64	3,500		-	267	7.6%
1,164	Staff Time Recoveries - Janitors - 67	4,000		-	1,098	27.5%
-	Staff Time Recoveries - Elevator Operator - 68	-		-	-	%
-	Corkage Recoveries - 70	-		-	-	%

Actual Operating Results For The Five Month Period Ended May 31, 1983	Description	Budgeted Operating Results For		Actual Operating Results For		Percentage Of Total 1984 Annual Budget Spent Or Achieved
		The Year Ended December 31, 1984	The Five Month Period Ended May 31, 1984	The Month Of May, 1984	The Five Month Period Ended May 31, 1984	
\$ 768	Ticket Sales - 89	\$ -		\$ -		- %
(768)	Settlement of Events Clearing - 90	-		-		- %
1,039	Cigarette Sales - 92	2,640		526	1,660	62.9%
147	Bell Canada Commission - 93	300		39	219	73.0%
555	Retail Sales Tax Compensation -94	900		196	196	21.8%
-	Sale of Hamilton Games - 97	-		-	-	- %
2,595	Miscellaneous Recoveries -	99 6,500		1,135	2,474	38.1%

Actual Operating Results For The Five Month Period Ended May 31, 1983	Description	Budgeted Operating Results For		Actual Operating Results For		Percentage Of Total 1984 Annual Budget Spent Or Achieved
		The Year Ended December 31, 1984	The Five Month Period Ended May 31, 1984	The Month Of May, 1984	The Five Month Period Ended May 31, 1984	
\$ 714,678	Expenditures - 3321 -	\$ 2,096,950	\$ 798,900	\$ 202,126	\$ 799,506	38.1%
\$ 173,474	Administration - 01	\$ 335,060	\$ 139,319	\$ 37,461	\$ 145,042	43.3%
4,902	Information Desk - 06	18,800	7,450	2,014	8,429	44.8%
123,672	Building Maintenance - 10	353,720	139,904	28,695	142,895	40.4%
11,780	Purchasing/Receiving - 20	32,870	13,213	3,047	14,181	43.1%
45,326	Marketing & Sales Promotion - 30	262,310	78,952	16,021	62,172	23.7%
40,229	F & B Administration - 50	78,060	32,634	7,274	32,208	41.3%
149,202	F & B Kitchen - 52	480,510	180,952	50,140	185,541	38.6%
165,999	F & B Banquet - 54	535,620	206,476	57,452	208,987	39.0%
94	F & B Wastage - 58	-	-	22	51	- %

Actual Operating Results For The Five Month Period Ended May 31, 1983	Description	Budgeted Operating Results For		Actual Operating Results For		Percentage Of Total 1984 Annual Budget Spent Or Achieved
		The Year Ended December 31, 1984	The Five Month Period Ended May 31, 1984	The Month Of May, 1984	The Five Month Period Ended May 31, 1984	
\$ 173,474	Administration 3321 - 01 -	\$ 335,060	\$ 139,319	\$ 37,461	\$ 145,042	43.3%
\$ 78,521	Salaries - 01	\$ 209,630	\$ 87,546	\$ 30,185	\$ 97,478	46.5%
-	Temporary Help-Office - 02	5,000	4,300	78	4,197	83.9%
518	Long Term Disability Premium - 04	1,870	781	340	2,112	112.9%
5,558	Pensions - 05	15,400	6,431	1,492	6,714	43.6%
1,453	Unemployment Insurance - 07	4,380	1,829	296	1,632	37.3%
2,967	Medical & Hospital - 08	8,800	3,675	818	3,891	44.2%
908	Group Life Insurance - 10	2,920	1,219	163	776	26.6%
7,264	Telephones - 11	19,500	8,000	1,449	6,947	35.6%
1,675	Recruiting Costs - 12	-	-	-	-	- %
702	Postage - 16	2,400	1,000	83	858	35.8%
1,387	Office Supplies & Stationery - 21	7,000	3,500	212	2,507	35.8%
(40)	Compensation to Client/Guest For Lost Items, Cleaning, etc. - 25	200	83	-	61	30.5%
38	Repairs & Maintenance - Office Equipment - 31	1,000	417	40	133	13.3%
170	Licences and Permits - 43	500	200	-	163	32.6%
(7)	Bank Charges - 44	100	-	2	2	2.0%

Actual Operating Results For The Five Month Period Ended May 31, 1983	Description	Budgeted Operating Results For		Actual Operating Results For	
		The Year Ended December 31, 1984	The Five Month Period Ended May 31, 1984	The Month Of May, 1984	The Five Month Period Ended May 31, 1984 Or Achieved
\$ 80	Service Charges - 45	\$ 300	\$ 125	\$ 23	\$ 145 48.3%
198	Brink's Charges - Trans- portation of Money - 46	800	344	96	312 39.0%
17	Credit Bureau Charges - 47	100	42	-	12 12.0%
-	Provision For Collection Fees - 48	200	83	19	19 9.5%
2,500	Provision For Bad Debts - 49	4,800	2,000	400	2,000 41.7%
8,604	Consultant's Fee - 56	-	-	-	- - %
180	Entertainment Expenses - General Manager - 61	1,560	650	124	297 19.0%
480	Board of Directors Meetings - 63	2,240	1,200	116	821 36.7%
(12)	Short (Over) - 66	-	-	-	- - %
-	Office Equipment - 71	500	209	-	90 18.0%
6,276	Rental - Office Equipment - 83	22,000	6,667	1,069	5,552 25.2%
31	Travelling - 91	2,460	710	-	180 7.3%
497	Memberships & Subscriptions - 93	2,100	1,200	-	876 41.7%
-	Training Courses - 94	3,300	1,375	(35)	330 10.0%
7,942	Audit Fees - 97	8,000	3,333	(1,509)	1,158 14.5%
45,567	Legal Fees - 98	8,000	2,400	2,000	5,779 72.2%

Actual Operating Results For The Five Month Period Ended May 31, 1983	Description	Budgeted Operating Results For The Year Ended December 31, 1984	The Five Month Period Ended May 31, 1984	The Month Of May, 1984	Actual Operating Results For The Five Month Period Ended May 31, 1984	Percentage Of Total 1984 Annual Budget Spent Or Achieved
\$ 4,902	Information Desk - 3321 - 06 -	\$ 18,800	\$ 7,450	\$ 2,014	\$ 8,429	44.8%
\$ 3,780	Temporary Help - 02	\$ 15,430	\$ 6,039	\$ 1,558	\$ 6,644	43.1%
51	Pensions - 05	260	102	20	95	36.5%
115	Unemployment Insurance - 07	560	219	52	215	38.4%
686	Tobacco Supplies - 23	1,900	820	330	1,205	63.4%
270	Cigarette Machine Rental - 87	650	270	54	270	41.5%

Actual Operating Results For The Five Month Period Ended May 31, 1983	Budgeted Operating Results For		Actual Operating Results For		Percentage Of Total 1984 Annual Budget Spent Or Achieved
	The Year Ended December 31, 1984	The Five Month Period Ended May 31, 1984	The Month Of May, 1984	The Five Month Period Ended May 31, 1984	
Description					
Building Maintenance -					
3321 - 10 -	\$ 353,720	\$ 139,904	\$ 28,695	\$ 142,895	40.4%
Salaries - 01	\$ 18,980	\$ 7,926	\$ 1,672	\$ 7,945	41.9%
442 Temporary Help - 02	3,610	1,412	-	-	- %
23 Long Term Disability Premium	170	71	39	211	124.1%
511 Pensions - 05	1,510	631	121	573	37.9%
217 Unemployment Insurance - 07	830	347	44	239	28.8%
538 Medical & Hospital - 08	1,340	560	122	612	45.7%
77 Group Life Insurance - 10	190	79	12	63	33.2%
Water Rates and Sewer Surcharge - 13	6,900	2,875	575	2,875	41.7%
463 Garbage Disposal - 19	1,500	567	242	851	56.7%
- Decorations - 21	1,000	416	90	948	94.8%
Cleaning & Washroom Supplies	4,500	1,800	531	2,157	47.9%
1,946 -22					
280 Operating Supplies - 23	1,200	500	118	570	47.5%
Repairs & Maintenance -					
Co-Ordinator's Responsibilities	112,390	46,830	9,366	46,830	41.7%
36,123 (0333-0999) - 31					
Repairs & Maintenance -					
8,347 Building - 33	31,000	8,200	1,738	10,723	34.6%

Actual Operating Results For The Five Month Period Ended May 31, 1983	Description	Budgeted Operating Results For		Actual Operating Results For		Percentage Of Total 1984 Annual Budget Spent Or Achieved
		The Year Ended December 31, 1984	The Five Month Period Ended May 31, 1984	The Month Of May, 1984	The Five Month Period Ended May 31, 1984	
\$ 13,333	Insurance - Fire and Liability - 42	\$ 31,000	\$ 12,916	\$ 2,583	\$ 12,916	41.7%
17,030	Contractual Services - Janitorial - 57	50,000	19,100	5,565	21,793	43.6%
29,541	Contractual Services - Security - 58	69,000	27,500	5,390	25,557	37.0%
2,518	Contractual Services - Various - 60	9,000	4,590	359	4,310	47.9%
2,380	Security-Recoverable From Events - 61	8,000	3,000	95	3,522	44.0%
164	Small Tools -73	400	167	33	136	34.0%
-	Rental-Maintenance Equipment - 88	200	84	-	-	- %
-	Miscellaneous Equipment Purchases (Less Than \$750) - 89	1,000	333	-	64	6.4%

Actual Operating Results For The Five Month Period Ended May 31, 1983	Description	Budgeted Operating Results For		Actual Operating Results For		Percentage Of Total 1984 Annual Budget Spent Or Achieved
		The Year Ended December 31, 1984	The Five Month Period Ended May 31, 1984	The Month Of May, 1984	The Five Month Period Ended May 31, 1984	
\$ 11,780	Purchasing/Receiving - 3321 - 20 -	\$ 32,870	\$ 13,213	\$ 3,047	\$ 14,181	43.1%
\$ 8,148	Salaries - 01	\$ 20,780	\$ 8,678	\$ 1,831	\$ 8,678	41.8%
2,002	Temporary Help - 02	7,580	2,651	805	3,484	46.0%
73	Long Term Disability Premium - 04	190	79	41	230	121.1%
627	Pensions - 05	1,670	697	155	688	41.2%
306	Unemployment Insurance - 07	900	376	79	382	42.4%
538	Medical & Hospital - 08	1,340	560	122	612	45.7%
81	Group Life Insurance - 10	210	88	14	71	33.8%
5	Operating Supplies - 23	200	84	-	36	18.0%

Actual Operating Results For The Five Month Period Ended May 31, 1983	Description	Budgeted Operating Results For		Actual Operating Results For		Percentage Of Total 1984 Annual Budget Spent Or Achieved
		The Year Ended December 31, 1984	The Five Month Period Ended May 31, 1984	The Month Of May, 1984	The Five Month Period Ended May 31, 1984	
	Marketing and Sales					
\$ 45,326	Promotion 3321 - 30 -	\$ 262,310	\$ 78,952	\$ 16,021	\$ 62,172	23.7%
\$ 28,598	Salaries - 01	\$ 67,070	\$ 27,543	\$ 5,802	\$ 27,519	41.0%
177	Long Term Disability Premium - 04	610	255	134	713	116.9%
1,949	Pensions - 05	5,100	2,130	427	2,040	40.0%
612	Unemployment Insurance - 07	1,870	781	144	728	38.9%
890	Medical and Hospital - 08	3,970	1,658	367	1,837	46.3%
181	Group Life Insurance - 10	660	276	46	230	34.8%
9,881	Advertising and Promotion -	12160,130	42,800	8,702	27,109	16.9%
382	Office Supplies - 21	1,500	625	100	578	38.5%
583	Entertainment Expense - Sales Manager - 61	1,500	625	16	227	15.1%
-	Entertainment Expenses - Sales Representative - 63	500	209	36	149	29.8%
70	Travelling - 91	16,400	800	97	543	3.3%
1,000	Car Allowance - 92	-	-	-	-	- %
1,003	Memberships and Subscriptions -93	2,000	833	150	454	22.7%
-	Training Courses - 94	1,000	417	-	45	4.5%

Actual Operating Results For The Five Month Period Ended May 31, 1983	Description	Budgeted Operating Results For The Year Ended December 31, 1984	The Five Month Period Ended May 31, 1984	Actual Operating Results For The Month Of May, 1984	The Five Month Period Ended May 31, 1984	Percentage Of Total 1984 Annual Budget Spent Or Achieved
\$ 40,229	Food and Beverage - Client Services - General Administration 3321 - 50 -	\$ 78,060	\$ 32,634	\$ 7,274	\$ 32,208	41.3%
\$ 33,537	Salaries - 01	\$ 67,460	\$ 27,920	\$ 7,029	\$ 29,058	43.1%
(3,956)	Gratuity Recoveries on Salaries - 02	(13,470)	(4,935)	(1,686)	(4,800)	35.6%
286	Long Term Disability Premium - 04	580	242	135	752	129.7%
2,836	Pensions - 05	5,100	2,130	432	2,059	40.4%
3,070	Workmen's Compensation - 06	6,000	2,500	700	1,200	20.0%
711	Unemployment Insurance - 07	1,770	739	152	753	42.5%
990	Medical and Hospital - 08	2,440	1,019	181	878	36.0%
358	Group Life Insurance - 10	660	276	46	228	34.5%
2,228	Office Supplies and Printing - 21	5,500	1,900	285	2,035	37.0%
5	Entertainment Expenses - Client Services Manager - 60	630	263	-	-	- %
19	Entertainment Expenses - Client Services Representative - 61	210	88	-	-	- %
145	Memberships and Subscriptions - 93	180	75	-	15	8.3%
-	Training Courses - 94	1,000	17	-	30	3.0%

Actual Operating Results For The Five Month Period Ended May 31, 1983	Description	Budgeted Operating Results For		Actual Operating Results For		Percentage Of Total 1984 Annual Budget Spent Or Achieved
		The Year Ended December 31, 1984	The Five Month Period Ended May 31, 1984	The Month Of May, 1984	The Five Month Period Ended May 31, 1984	
\$ 149,202	Food and Beverage - Kitchen	\$ 480,510	\$ 180,952	\$ 50,140	\$ 185,541	38.6%
	3321 - 52 -					
\$ 39,659	Salaries - 01	\$ 107,140	\$ 42,409	\$ 8,801	\$ 41,717	38.9%
(7,912)	Gratuity Recovery on	(26,950)	(9,871)	(3,372)	(9,601)	35.6%
4,499	Salaries - 02					
	Temporary Help - Cooks and					
	Kitchen Help - 03	17,360	6,363	2,632	6,958	40.1%
294	Long Term Disability					
	Premium - 04	1,050	441	203	939	89.4%
3,264	Pensions - 05	9,320	3,900	730	3,375	36.2%
1,283	Unemployment Insurance - 07	4,450	1,860	365	1,571	35.3%
1,882	Medical and Hospital - 08	5,100	2,125	418	2,092	41.0%
10,479	Temporary Help - Stewarding	38,300	13,812	3,879	13,677	35.7%
429	- 09	1,120	470	67	336	30.0%
4,959	Group Life Insurance - 10	15,000	6,000	1,690	6,245	41.6%
	Cleaning and Operating					
	Supplies - 23					
1,367	Repairs and Maintenance -	7,000	2,800	61	2,427	34.7%
88,999	Kitchen Equipment - 32	299,520	109,769	34,666	115,624	38.6%
	Food Cost - 64					
-	Rental - Operating Equipment	100	41	-	-	- %
	- 88					
-	Miscellaneous Equipment	2,000	833	-	181	9.1%
	Purchases (Less than \$750)					
- 89						

Actual Operating Results For The Five Month Period Ended May 31, 1983	Description	Budgeted Operating Results For		Actual Operating Results For		Percentage Of Total 1984 Annual Budget Spent Or Achieved
		The Year Ended December 31, 1984	The Five Month Period Ended May 31, 1984	The Month Of May, 1984	The Five Month Period Ended May 31, 1984	
\$ 165,999	Food and Beverage - Banquet 3321 - 54 -	\$ 535,620	\$ 206,476	\$ 57,452	\$ 208,987	39.0%
\$ 32,866	Salaries - 01	\$ 93,220	\$ 38,728	\$ 8,225	\$ 38,988	41.8%
(7,912)	Gratuity Recovery on Salaries - 02	(26,950)	(9,871)	(3,372)	(9,601)	35.6%
7,738	Temporary Help - Cashiers - 03	24,140	10,500	2,556	12,517	51.9%
135	Long Term Disability Premium - 04	910	438	208	1,045	114.8%
3,313	Pensions - 05	10,420	4,275	988	4,246	40.7%
26,428	Temporary Help - Service Staff - 06	85,960	32,150	10,601	33,738	39.2%
2,363	Unemployment Insurance - 07	7,800	3,225	1,052	3,447	44.2%
1,045	Medical and Hospital - 08	4,540	2,125	228	1,756	38.7%
26,904	Temporary Help - Porter Staff - 09	82,490	31,000	8,563	29,351	35.6%
244	Group Life Insurance - 10	940	468	69	345	36.7%
7,590	Operating Supplies - 23	22,000	8,900	1,964	8,806	40.0%
1,159	Meeting Room Supplies - 24	4,000	1,667	-	751	18.8%
5,708	Uniforms, Clothing and Laundry - 27	18,000	6,500	2,048	6,480	36.0%
7,586	Linen Cleaning - 28	22,500	7,800	3,841	10,537	46.8%

Actual Operating Results For The Five Month Period Ended May 31, 1983	Description	Budgeted Operating Results For		Actual Operating Results For		Percentage Of Total 1984 Annual Budget Spent Or Achieved
		The Year Ended December 31, 1984	The Five Month Period Ended May 31, 1984	The Month Of May, 1984	The Five Month Period Ended May 31, 1984	
\$ 482	Repairs to banquet and meeting room equipment - 32	\$ 2,000	\$ 833	\$ 112	\$ 421	21.1%
39,276	Beverage Costs - 65	136,150	49,780	15,846	51,680	38.0%
-	Replacement - China - 71	3,000	1,250	-	88	2.9%
-	Replacement - Glassware - 72	5,000	2,083	2,219	2,208	44.2%
-	Replacement - Silver - 73	1,500	625	-	-	- %
-	Replacement - Linen (Felt and Skirting) - 74	4,000	1,667	-	(20)	- %
11,074	Rental - Operating Equipment - 88	32,000	11,500	2,303	11,920	37.3%
-	Miscellaneous Equipment Purchases (Less than \$750) - 89	2,000	833	1	284	14.2%

Actual Operating Results For The Five Month Period Ended May 31, 1983	Budgeted Operating Results For		Actual Operating Results For		Percentage Of Total 1984 Annual Budget Spent Or Achieved
	The Year Ended December 31, 1984	The Five Month Period Ended May 31, 1984	The Month Of May, 1984	The Five Month Period Ended May 31, 1984	
<u>Description</u>					
	Food and Beverage -				
	Wastage				
\$ 94	\$ -	\$ -	\$ 22	\$ 51	- %
	Liquor - Wastage/Breakage				
\$ 94	\$ -	\$ -	\$ 22	\$ 51	- %
	Liquor, Beer, Etc. -				
-	-	-	-	-	- %
	Theft - 66				

HAMILTON CONVENTION CENTRE
PART-TIME LABOUR UTILIZATION
REPORT FOR THE FIVE MONTH PERIOD
ENDED MAY 31, 1984

Part-Time Staff	Actual		Budget Based On	
	Amount (including 4% Vacation pay accrued) Net of Recoveries	%	Actual Revenues Achieved	Over (under) Budget
Cashiers	\$ 7,524	1.5% (1)	\$ 5,923	\$ 1,601
Cooks & Kitchen	6,958	2.1% (2)	6,640	318
Stewarding	13,677	2.8% (1)	14,807	(1,130)
Service	32,898	6.7% (1)	33,563	(665)
Porter	29,084	4.6% (3)	31,780	(2,696)
Information Desk	6,644	1.0% (3)	6,254	390
Maintenance Help	-	- % (3)	1,462	(1,462)
Storeman	3,484	0.55% (3)	3,070	414
	<u>\$100,269</u>		<u>\$103,499</u>	<u>\$ (3,230)</u>

- (1) As a % of total food and beverage revenue.
- (2) AS a % of total food revenue.
- (3) As a % of total food, beverage and rental revenue.

Comment:

For the month of May, 1984, the Centre was under budget in respect of part-time labour costs to the extent of \$2,562.

HAMILTON CONVENTION CENTRE
ANALYSIS OF FOOD AND BEVERAGE COSTS FOR
THE FIVE MONTH PERIOD ENDED MAY 31, 1984

Item	<u>Actual</u>		<u>Budget</u>		Over (Under) Budget
	Amount	%	Amount	%	
Food Costs	\$ 115,624	34.8%	\$114,539	34.5%	\$ 1,085
Beverage Costs	<u>51,731</u>	32.0%	<u>56,549</u>	35.0%	<u>(4,818)</u>
	<u>\$ 167,355</u>		<u>\$171,088</u>		<u>\$ (3,733)</u>

COMMENTS BY THE DIRECTOR OF FINANCE:

The Centre's food and beverage cost percentages for the month of May, 1984, were favourable at 31.6% and 31.1%, respectively.

HAMILTON CONVENTION CENTRE
A COMPARISON OF INVENTORIES

AT MAY 31, 1984

WITH THAT AT

APRIL 30, 1984,

MAY 31, 1983

AND DECEMBER 31, 1983

<u>Type of Inventory</u>	<u>May 31, 1984</u>	<u>April 30, 1984</u>	<u>May 31, 1983</u>	<u>December 31, 1983</u>
Liquor/Beer/Wine	\$ 27,524.17	\$ 25,453.69	\$ 33,257.36	\$ 23,404.26
Food	24,070.21	20,175.18	22,760.24	18,349.39
Tobacco	418.57	570.44	448.45	459.01
Dry Goods	10,043.00	10,820.26	9,306.42	11,062.60
Pop Cannisters	<u>4,254.00</u>	<u>4,601.00</u>	<u>3,364.00</u>	<u>4,644.00</u>
	<u>\$ 66,309.95</u>	<u>\$ 61,620.57</u>	<u>\$ 69,136.47</u>	<u>\$ 57,919.26</u>

HAMILTON CONVENTION CENTRE
AGING OF ACCOUNTS RECEIVABLE
AS AT MAY 31, 1984

Total Accounts Receivable	30 Days Or Less	31 to 60 Days	61 to 90 Days	Over 90 Days
\$ 65,790	\$ 63,536 (1)	\$ 1,187 (2)	\$ 16 (3)	\$ 1,051 (4)
100%	96.6%	1.8%	- %	1.6%

- (1) As at June 13, 1984 subsequent payments of \$37,500 have been received.
- (2) As at June 13, 1984 subsequent payments of \$167 have been received. The remaining balance of \$1,020 is expected to be collected.
- (3) As at June 13, 1984 subsequent payments in full have been received.
- (4) Represents one invoice owing by In Deo Foundation Incorporated. This account is fully provided for in the Centre's allowance for bad debts.

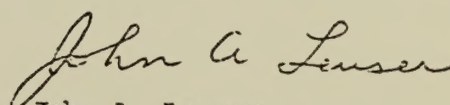
AUDIT/FINANCE COMMITTEE
1984 OPERATING BUDGET
RE-ALLOCATION

<u>Account</u>	<u>Budget Increase (Decrease)</u>	<u>Revised 1984 Operating Budget</u>
Information Desk - Temporary Help - 3321 - 0602	\$ 1,000	\$ 16,430
Contractual Services - Janitorial - 3321 - 1057	4,000	54,000
Advertising and Promotion (National & International) 3321 - 3012	(5,000)	155,130
	<u>\$ Nil</u>	

Our Director of Operations is requesting that:

- (1) an additional \$1,000 be allocated to the part-time labor budget for the information desk area. This we require in order to finance staffing costs associated with additional business;
- (2) an additional \$4,000 be allocated to the janitorial budget in order to finance:
 - (a) cost increases resulting from the provincial government raising the legal minimum wage rate effective March 1 and October 1; and
 - (b) staffing requirements for additional business.

I am recommending that the above be financed by a \$5,000 reduction in the National & International advertising budget.



John A. Leuser
Director of Finance
May 15, 1984

JAL:ac

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF PLANT INDUSTRY
WASHINGTON, D. C.

Receipts	Disbursements	Balance
Interest on loan - 1911 - 1912	\$ 1.00	\$ 1.00
Contracted for work - 1911 - 1912	1.00	2.00
Laboratory and office - 1911 - 1912	1.00	3.00
Total - 1911 - 1912	<u>\$ 3.00</u>	

The receipt of the Department is as follows:

- (1) an appropriation of \$100,000 in the fiscal year 1911 for the purpose of carrying on the work of the Bureau of Plant Industry, and for the purpose of carrying on the work of the Bureau of Plant Industry, and for the purpose of carrying on the work of the Bureau of Plant Industry.
- (2) an appropriation of \$100,000 in the fiscal year 1912 for the purpose of carrying on the work of the Bureau of Plant Industry, and for the purpose of carrying on the work of the Bureau of Plant Industry, and for the purpose of carrying on the work of the Bureau of Plant Industry.
- (3) an appropriation of \$100,000 in the fiscal year 1913 for the purpose of carrying on the work of the Bureau of Plant Industry, and for the purpose of carrying on the work of the Bureau of Plant Industry, and for the purpose of carrying on the work of the Bureau of Plant Industry.
- (4) an appropriation of \$100,000 in the fiscal year 1914 for the purpose of carrying on the work of the Bureau of Plant Industry, and for the purpose of carrying on the work of the Bureau of Plant Industry, and for the purpose of carrying on the work of the Bureau of Plant Industry.

It is recommended that the sum of \$100,000 be appropriated in the fiscal year 1911 for the purpose of carrying on the work of the Bureau of Plant Industry, and for the purpose of carrying on the work of the Bureau of Plant Industry, and for the purpose of carrying on the work of the Bureau of Plant Industry.

Respectfully,
J. H. H. H.
Director of Bureau of Plant Industry
May 15, 1911



HAMILTON CONVENTION CENTRE

May 16, 1984

REPORT TO BOARD COMMITTEES

ON

1984 CAPITAL REQUIREMENTS

The Board has already approved the Centre's Capital submission for 1984 in the amount of \$50,000. Spending authority must now be sought from City Council and approval is requested from the Board to proceed.

Once the Centre has concurrence from the City, management will then return to the Board for approval for each item before purchase.

William J. Penfold,
General Manager.

WJP:bc

HANSON COMMUNITY CENTER

REPORT OF BOARD OF DIRECTORS

FOR

THE YEAR ENDING DECEMBER 31, 1978

The Board has pleasure in presenting to you the annual report of the Center's activities for the year ending December 31, 1978. The Center has continued its efforts to provide a wide range of services to the community and has achieved significant accomplishments in the areas of program development, financial management, and community relations.

The Board has also pleasure in reporting that the Center has received a grant from the State of California for the year ending December 31, 1979. This grant will enable the Center to expand its services and reach a larger number of people in need.



William J. Feltus,
President

D/S

MEMO TO: William Penfold

FROM: Stephen Dockman

DATE: May 10, 1984

RE: Capital Submission - 1984

Attached is a list of our capital requirements for 1984 that require the approval of the Board of Directors and City Council.

Dockman

Stephen H. Dockman
Director of Operations

SD:gh
Attach.

cc.: John Leuser

[Faint signature]

1999-2000

1998-1999

1997-1998

1996-1997

Approved on a list of the original documents for 1994-1995
Signed the original of the list of documents for 1994-1995

[Faint signature]

Director of Operations

1994-1995

1993-1994

1) INTERIOR DECORATIONS

\$ 5,000.00

Framed prints are required inside Rooms 201 to 206 inclusive and Room 314 to improve the general appearance of the walls. It is recommended to purchase fifty prints at \$100.00 each.

To further enhance the facility the resources available from the City of Hamilton and local business will be sought by Management and used to our full advantage.

2) MECHANICAL EXTENSION LADDER

\$ 4,000.00

A mechanical extension ladder is required in order to reach the ceiling of Chedoke Hall and Wentworth Exhibition Hall. At the present time, we have Ainsworths' "High Horse" available for clients who need to decorate the rooms for their functions, and to satisfy the needs of the Convention Centre.

The ladder is self supporting and would allow access to the ceiling from any location in the room.

3) STAGING

\$ 8,000.00

An additional 12 - 4' X 8' X 24" staging units with skirting is required to meet our clients' needs. There have been several occasions over the past two years where it has been necessary to obtain stage units from outside the facility in order to construct staging and raised platforms for head tables. At times we are unable to locate additional units, thereby causing an inconvenience to our clients.

With an increase in business and the likelihood of several functions occurring at the same time, our present units do not suffice. During the few days of October of this year, we have been in this predicament on two occasions.

4) REFRIGERATION UNIT

\$6,800.00

An additional walk-in refrigerator is required. The three refrigerators that are in the facility are not adequate for our needs, particularly when there are one or two large cold buffets in progress. There have been occasions where we have had to design the menu around the amount of refrigeration space available. Also it is a burden on the kitchen when the refrigerators are completely filled.

An additional unit would increase preparation and storage efficiency. The unit would be located in the alcove adjacent to the Chef's office.

5) FENCING

\$3,500.00

Since the opening of this facility, storage of our equipment has been a problem.

During consumer shows, when the space is rented on a square foot basis, there is little requirement for our equipment. During these shows, there is not enough storage available for all chairs, tables, and the rolled carpet from Chedoke Hall. In these instances, the chairs are stored in the coat check areas, which is in full view of the public and also in the loading dock area.

Once the staff change rooms are constructed, that option will not be available to us.

There is a definite need for a staff lounge, which the majority of businesses would normally provide. It is suggested that the lounge be located in the second floor storage room adjacent to room 203.

In order to solve the storage problem, the following proposal for fencing would be submitted for approval:

Firstly, an area approximately 10' X 50' along the wall in the docking area where the Hussey seating is currently stored.

In this area we would be able to store 100 - 6' tables, 25 - 5' diameter round tables and the two dance floors.

FENCING (Cont'd)

This would still leave enough room to secure our dollies and valued items that belong to our clients. The construction of this area would secure all items that are waiting for repair and presently stored in the loading dock area where they are susceptible to theft.

Secondly, the present storage area adjacent to Room 203 would be reduced to an area 10' X 25' and secured by fencing.

In this area, we would be able to store 100 - 6' classroom tables, 25 - 5' diameter round tables, and 22 round coffee tables.

6) LIGHTS FOR BATONS

\$ 4,800.00

At the present time, we are unable to hi-lite the head table for dinner functions unless arrangements are made with an outside organization.

The purchase of 12 stage lights will give us that flexibility and satisfy the needs of our clients.

A charge rate in the amount of \$25.00 per light can be established for client use. It is expected that there would be a need for lighting at least once a month or 12 times per year. The average requirement would be four lights at a cost of \$100.00. The return on the investment would be \$1200.00 per year. The cost of the lights would be realized over a period of four years.

7) CONVERSION OF LIGHTING CONTROL

\$ 3,000.00

At the present time, clients do not have access to the lighting controls in Chedoke Hall, Wentworth, Exhibition Hall, Webster Room, Albion Room and Room 314. This obviously is an inconvenience and annoying to the client.

In order that the clients have control of the lighting, it has been necessary until now to leave the closet door open which leaves us susceptible to damage and malfunction of sound equipment.

CONVERSION OF LIGHTING CONTROL (Cont'd)

There are several occasions whereby we have not been informed that the client requires access to lighting controls. In these instances, the client has to try to locate someone to open the closet which is not only inconvenient but time consuming.

To correct this problem, it is recommended that all lighting controls be moved from inside the closet to the wall adjacent to the closet. There is a total of fifteen closets in the five rooms.

An estimate has been received from our electrical contractor that currently provides the electrical maintenance for the facility.

8) LIGHTING SYSTEM FOR SERVICE \$ 4,000.00

A series of red, green and orange lights with a control switch located in each of the three salons of Chedoke Hall is required to co-ordinate service for large dinner functions.

Presently, the team consisting of two waitstaff, who service the head table is designated as the lead team which all other teams in the hall are instructed to follow.

When the lights are lowered, it is very difficult for the staff to see the lead team for direction.

The installation of this system will enable all waitstaff to work in unison.

An estimate has been received from our electrical contractor that currently provides the electrical maintenance for the facility.

9) CONTINGENT FUNDS \$10,900.00

TOTAL \$50,000.00



HAMILTON CONVENTION CENTRE

DATE: June 18, 1984

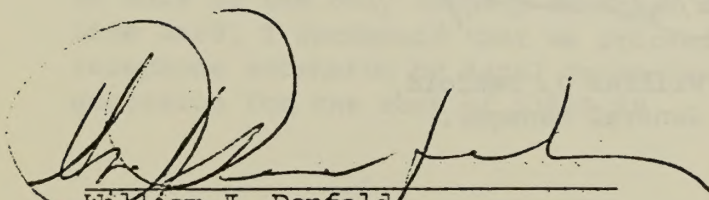
MEMO TO: Mr. T. E. Yates, Chairman
AUDIT & FINANCE COMMITTEE

COPIES TO: Audit & Finance Committee Members

FROM: Mr. W. Penfold, General Manager

SUBJECT: 1983 Capital Requests: Telephone Extension
: Office Furniture
: Artificial Plants

Attached are two reports which provide back-up information with respect to the 1983 Capital Requests as listed above. Both reports have been reviewed by the Operations Committee and are submitted to you for your approval.



William J. Penfold
General Manager

WJP:pb:encl.



HAMILTON CONVENTION CENTRE

REPORT TO OPERATIONS AND THE AUDIT/FINANCE COMMITTEE

RESPECTING

1983 CAPITAL REQUEST

Attached is a request for a capital purchase as follows:

Telephone Extension - Head Cashier	<u>\$1,780.00</u>
------------------------------------	-------------------

The above figure includes tax and approximately 10% (rounded) has been added in accordance with the committee guidelines.

It is therefore recommended that the above request be approved.

William J. Penfold,
General Manager.

WJP:gh
Attach.

MEMO TO: William Penfold

FROM: Stephen Dockman

DATE: May 14, 1984

RE: Telephone Extension - Head Cashier

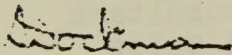
As you are aware the Head Cashier will be moving from her temporary location in the former Show Service office on the first floor to her permanent office in the "Parcel Cage" that was just recently constructed on the second floor.

A telephone extension is necessary for her to operate efficiently from that area. However, all station line cards are full. In order to provide an extension we have to purchase an additional eight station line card for our Mitel SX 100 - 205 telephone system. We currently have five-line cards which are now full with the installation of the two elevator telephones.

There will be additional extensions required in the future so we will be able to utilize the additional lines that the station line card provides.

A quotation has been received from Aatel Communications Inc., a division of Intercom Sales and Installations, the company that originally supplied all our telephone equipment, in the amount of \$1514.00 plus 7% Provincial Sales Tax.

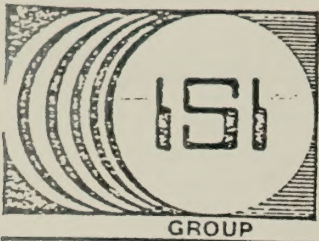
As this is the only company that can supply the additional station line card, I recommend that we proceed with the installation of the telephone extension by Aatel Communications in accordance with their quotation for the cost of \$1619.98



Stephen H. Dockman
Director of Operations

SD:gh

cc.: John Leuser



MAY 10 1984

AATEL COMMUNICATIONS INC.

A TELEPHONE COMPANY

249 Stone Church Road East, Hamilton, Ontario L9C 5S3 (416) 387-0012

Tuesday May 8th, 1984

Hamilton Convention Centre
115 King Street West
2nd Floor
HAMILTON, Ontario
L8P 4T9

Attention: Mr. Steve Dockman

Dear Sir:

Further to our conversation on Tuesday May 1st/84 the following is your cost to add on a extra set in room 219.

1 Single Line Touch Tone Set	\$ 98.00
1 8 Station Line Card	1,256.00
Installation	120.00
Hardware	40.00
Total	\$ 1,514.00
Tax	Extra

Please find enclosed a cost to add sheet for your Mitel SX100-205. If I can be of any further assistance please do not hesitate to call me at 387-0012.

Yours truly,

A handwritten signature in dark ink, appearing to read 'Gordon B. Chaput'.

Gordon B. Chaput
Communications Consultant
Vice President of Sales

GBC/dc

Encl.



HAMILTON CONVENTION CENTRE

REPORT TO OPERATIONS AND THE AUDIT/FINANCE COMMITTEE

RESPECTING

1983 CAPITAL REQUESTS

Attached are two requests for capital purchases as follows:

Office Furniture	\$ 4,340
Artificial Plants	<u>2,350</u>
 Total Capital Requests	 <u>\$ 6,690</u>

All figures include tax and approximately 10% (rounded) has been added in accordance with the committee guidelines.

It is therefore recommended that the above requests be approved.

William J. Penfold
General Manager

WJP:gh
Attached.

MEMO TO: William Penfold

FROM: Stephen Dockman

DATE: June 8, 1984

RE: Office Furniture

The office furniture that is on the premises at this time was ordered prior to the opening of the facility. Since that time it has become apparent that additional furniture is needed.

The furniture that is required is as follows:

Uniwall Lateral Files:

Two additional filing cabinets are required in Client Services to store previous year's function files and other related information. Currently these files are stored in boxes on the floor. The files are difficult to obtain and the boxes are unsightly.

Secretarial Chair

There are five secretarial positions at the Convention Centre and only four secretarial chairs. Presently the accounting secretary is using a standard arm chair which has damaged the desk. As well, the upholstery on the chair has worn because of the friction between the chair and the desk.

Storage Cabinet

A storage cabinet is required in the Sales Office for the storage of the various brochures and information that are now available on the Hamilton Convention Centre. Presently all this literature is stored in boxes on the floor. This crowds the area, leaving it unsightly and a possible safety hazard.

Credenza

A credenza is required in the Client Services Representative's office. Presently a banquet table is being used in lieu of the credenza. This does not provide any storage and is not as presentable as a credenza that matches the desk.

Desk and Credenza

A desk is required for the Head Cashier in her new office. It is suggested that we purchase a desk and a credenza for the Client Services Manager which matches the desk of the Client Services Representative which would create uniformity in that area. The desk and table that is currently in the Client Service Manager's office will be used by the Head Cashier.

Quotations have been received through the Purchasing Department of the City of Hamilton. Cloke & Sons were the only company that quoted on all our requirements. Their quote is as follows:

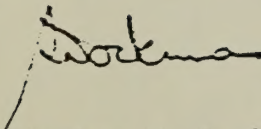
Uniwall Lateral File	\$405.00
Secretarial Chair	265.00
Uniwall Storage Cabinet	407.00
Artwood Credenza	734.00
Double Pedestal Desk 66" X 36"	737.00

The above prices are subject to 7% Provincial Sales Tax.

A quotation was received for a secretarial chair from Coopers, the Office People for \$260.00. However, the difference between theirs and Clokes is minimal and does not warrant the issuance of a separate purchase order.

I recommend that we purchase the following office furniture from Cloke & Sons in accordance with their quotation for the total cost of \$3,945.09.

- 2 Uniwall Lateral Files
- 1 Secretarial Chair
- 1 Uniwall Storage Cabinet
- 2 Artwood Credenzas
- 1 Double Pedestal Desk


Stephen H. Dockman
Director of Operations

SD:gh

cc.: John Leuser

OFFICE FURNITURE

VARIOUS DEPARTMENTS

	10 - Sunar Lockers		1 - Mobile A/V Table		3 - Croydon Typing Stands		3 - Global 4505 Tilters	
Business Interiors	103.20 (Sturdymet)	N.Q.			134.00		138.00	
Cloke & Son	170.00		141.00		197.00		98.00	
W. A. Bynum	95.00 (Anthony Steel)		125.00		N.Q.		135.00	
Lordly Jones	N.Q.		N.Q.		N.Q.		118.00	
Cooper's The Office People	N.Q.		N.Q.		N.Q.		120.0	
	1 - Stationery Cabinet		1 - Open Shelf Unit		1 - Viceroy 5106 Sofa		1 - Viceroy 5102 Arm Chair	
Business Interiors	210.00		110.00		298.00		168.00	
Cloke & Son	199.00		72.00		263.00		-154.00	
W. A. Bynum	303.75		150.00		N.Q.		N.Q.	
Lordly Jones	169.00		105.00		258.00		150.80	
Cooper's The Office People	194.30		77.81		261.00		152.40	
	2 - Uniwall Lat. Files		1 - Secretarial Chair		1 - Storage Cabinet		Additional Shelve	
Business Interiors	N.Q.		298.00		N.Q.		N.Q.	
Cloke & Son	405.00		265.00		407.00		21.00 Ea.	
W. A. Bynum	N.Q.		N.Q.		N.Q.		N.Q.	
Lordly Jones	N.Q.		N.Q.		N.Q.		N.Q.	
Cooper's The Office People	N.Q.		260.00		N.Q.		N.Q.	

Hamilton Convention Centre

Hamilton Convention Centre

2 - Artwood
Credenzas

1 - Double Pedestal
Desk 6030DF

1 - Double Pedestal
Desk 6636DF

Business Interiors

N.Q.

N.Q.

N.Q.

Cloke & Son

734.00

589.00

737.00

W. A. Bynum Sales

N.Q.

N.Q.

N.Q.

Lordly Jones

N.Q.

N.Q.

N.Q.

Cooper's The Office People

N.Q.

N.Q.

N.Q.

FEDERAL SALES TAX INCLUDED

PROVINCIAL SALES TAX EXTRA 7%.

MEMO TO: William Penfold *DP/16*
FROM: Stephen Dockman
DATE: June 12, 1984
RE: Artificial Plants

As you are aware the replacement of live plants with artificial plants is an ongoing program. At the present time there are eight concrete and eight wooden planters that are empty and in storage.

Staalduinen Floral Limited has submitted a price for the supply and installation of silk plants in each planter at a cost of \$125.00 per unit plus 7% Provincial Sales Tax.

Staalduinen Floral Limited are the company that supplied the artificial plants. As well, they maintain our live plants on a weekly basis.

I recommend that we purchase plants from Staalduinen Floral Limited for the sixteen planters at a total cost of \$2,140.00.

SD
Stephen H. Dockman
Director of Operations

SD:gh

cc.: John Leuser



120 King Street West, Stoney Creek, Ontario L8G 1J2 ☎ 662-4975

June 9, 1984

JUN 12 1984

Hamilton Covention Centre

Attention: Mr. Steve Dockman

Dear Mr. Dockman

We are pleased to quote the following price to supply and install silk plants in 8 concrete and 8 wooden planters as per your request. The plants would be of assorted varieties similar to the plants installed in May 1984.

The cost would be \$125.00 per planter for a total cost of \$2000.00. This price includes all labour and materials necessary to install the plants. Ontario sales tax would be extra.

I trust this information is satisfactory and look forward to your favourable response.

Sincerely

A handwritten signature in black ink, appearing to read 'Brian van Staalduinen', written over a faint, larger signature.

Brian van Staalduinen
President

HAMILTON CONVENTION CENTRE

May 17, 1984

REPORT TO BOARD COMMITTEESONPART-TIME STAFF WAGE INCREASE

The Committee will recall in 1983 that part-time staff wage rates were increased effective June 1st, 1983 to bring them in line with the downtown hotels. For 1984, I am informed that the Royal Connaught will increase part-time wages 4.5% and the Holiday Inn 4%. To be consistent, the Board should now consider a cost-of-living increase for 1984.

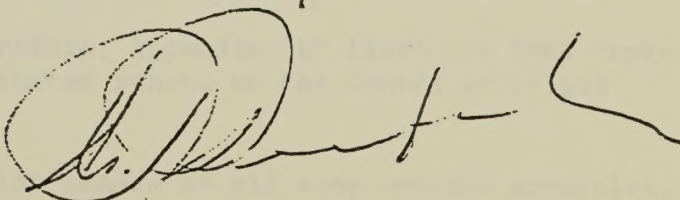
The City has not established a wage increase percentage for union staff because negotiations are not yet complete. However, non-union staff have been awarded their step increases which amount to between 4 and 5%. This 4 - 5% is within the Provincial limit for public organizations set by the Inflation Restraint Board. The Board of Directors approved full-time step increases last month which amounted to a 4.41% increase.

The official inflation rate from Stats Canada was 5.8% for 1983.

It is therefore recommended that part-time staff receive a 5% wage increase effective January 1, 1984 because:

- (a) The downtown hotels are raising part-time wages;
- (b) The full-time staff have received a 4.41% increase;
- (c) The cost-of-living increase for 1983 was 5.8%.

The Board should note that a 5% part-time wage increase has been budgeted for 1984.



William J. Penfold,
General Manager.

WJP:bc

HAMILTON CONVENTION CENTRE

REPORT TO OPERATIONS COMMITTEE
AND AUDIT/FINANCE COMMITTEE
ON IMPOSITION OF A 15% REBATE ON

SHOW SERVICE COMPANIES

May 15, 1984

The Operations Committee will recall that the Appendix "A" memorandum was forwarded to the Committee in February, the Committee approved the recommendation, and the recommendation was presented to the Board. Subsequently, the Board referred the item back to management and requested specifically to know the anticipated revenue which would be generated from this rebate collection.

I would first like to deal with total revenues that have been received from Hamilton Convention & Show Services (HCSS) since the opening of the Centre. These are:

	<u>Total Billing</u> <u>H.C.S.S.</u>	<u>15% Rebate</u>
Christian Booksellers Association Show - 1982	\$5,965	\$895
Women's World - 1983	\$4,269	\$640
Ford Show - 1983	\$35,335	\$5,300

One would have thought that there would be more shows than those listed, but, according to HCSS, it is very difficult to bid competitively when one has 15% added to their charges and the competition does not. However, when a lucrative show such as the Ford Show above comes to the HCC, the rebate can be impressive.

In this regard, therefore, Appendix "B" lists the 1984 Trade Shows together with an estimated rebate to the Centre of \$7,125 annually.

By instituting the 15% rebate on all show service companies, the following advantages accrue:

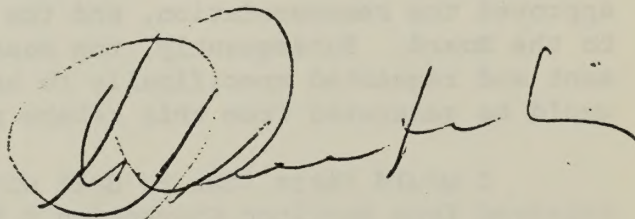
- (a) There is additional revenue; and
- (b) HCSS can compete on an equal footing.

May 15, 1984

The Board should also be aware of the initial negative impact on the show services companies. However, it is felt that the charge is fair and the revenue is important.

If the Board approval is given, it would be the intention of the Centre to advise all show services companies immediately; however, a long lead time is necessary because contracts have already been signed for 1984. The rebate would thus be effective January 1, 1985.

It is therefore strongly recommended that a 15% rebate on the gross charged by show services companies to show producers be brought into effect at the Hamilton Convention Centre, effective January 1, 1985.

A handwritten signature in dark ink, appearing to read 'W. J. Penfold', with a large, stylized initial 'W' and a long horizontal stroke extending to the right.

William J. Penfold,
General Manager.

WJP:bc

Attach.



HAMILTON CONVENTION CENTRE

February 15, 1984

MEMO TO OPERATIONS COMMITTEE

ON

15% REBATE FROM TRADE SHOW SERVICE COMPANIES

For some time now, I have been concerned with show service companies other than the Centre's official show service company (Hamilton Convention & Show Services (HCSS)) working in the building without any rebate of their revenue to the Centre.

At present, 15% of the gross revenue of HCSS accumulated at the Centre is rebated. However, HCSS, while official, is not exclusive, and despite staff recommendations to clients to use HCSS, it is by no means mandatory for a client to comply. On the contrary, in many cases (Home Show, Garden Show, etc.) other show services companies are used. In effect, those companies are using the Centre free of charge.

With Board approval, it would be my intention to advise all the show services companies in the Toronto/Hamilton area that a 15% rebate would apply to gross revenue effective April 1, 1984, and is therefore recommended.

William J. Penfold,
General Manager.

WJP:bc

HAMILTON CONVENTION CENTRE1984 TRADE SHOWS

<u>TRADE SHOWS</u>	<u>SHOW SERVICE COMPANY</u>	<u>ESTIMATED SHOW SERVICE BILLING</u>
<u>MAJOR SHOW SERVICE REVENUE PRODUCING TRADE SHOWS</u>		
Hamilton Home Show February 28 - March 5	Panex Show Services	\$ 9,000
Women's World '84 May 2 - 7	Hamilton Convention & Show Services	4,500
Christian Booksellers August 4 - 8	Hamilton Convention & Show Services	7,000
Better Living Show September 19 - 24	1984 Hamilton Convention & Show Services	9,000
Hamilton Industrial Exhibition - April 17 - 19	1984 Design Craft	8,000
<u>LESSER SHOW SERVICE REVENUE PRODUCING TRADE SHOWS</u>		
Garden & Flower Festival - March 15 - 19	Complete Rent-Alls	1,500
Cars are the Stars March 29 - April 1	Only 2 or 3 Booths in the Show - Supplier Unknown	1,000
Time of Your Life Show June 20 - 24	Complete Rent-Alls	1,500
Hamilton International Auto Show - October 22 - 29	1983 Complete Rent-Alls	3,000
Speedsport November 15 - 18	Complete Rent-Alls	2,000
Winter Festival of Friends November 26 - December 3	Complete Rent-Alls	<u>1,000</u>
TOTAL:		\$47,500
TOTAL ANNUAL REBATE \$47,500 x 15% = \$7,125.		<u><u> </u></u>



HAMILTON CONVENTION CENTRE

DATE: June 7, 1984

MEMO TO: Mr. Keith L. Clark
Chairman
OPERATIONS COMMITTEE

COPIES TO: Operations Committee Members

FROM: Mr. W. Penfold
General Manager

SUBJECT: UNIFORMS

Attached is a memo from the Director of Operations regarding staff uniforms which are being supplied, at present, by Canadian Linen. The memo lists prices of Canadian Linen and the Work Wear Corporation of Canada. You will note that the Canadian Linen prices are much more favourable and therefore, the Canadian Linen organization is the recommended choice to supply uniforms for another year.

The Centre has been in contact with the City Purchaser who is aware of the price comparison and agrees with the Centre's choice of Canadian Linen.

It is therefore recommended that the Operations Committee approve that uniforms be supplied by Canadian Linen for the next year, effective 1, June, 1984.

William J. Penfold
General Manager

WJP:pb:encl.

NAVY DEPARTMENT

TO: THE SECRETARY OF THE NAVY
FROM: THE SECRETARY OF THE ARMY
SUBJECT: [Illegible]
DATE: [Illegible]

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MEMO TO: William Pentold

FROM: Stephen Dockman

DATE: May 28, 1984

RE: Uniforms

We have just received comparative prices for uniforms from Work Wear Corporation of Canada. These prices are noted below with a comparison to the 1984 price as quoted by Canadian Linen.

<u>Description</u>	<u>Canadian Linen</u>	<u>Work Wear</u>	<u>Difference</u>	<u>Average Weekly Usage Based on 8-Week Sampling</u>	<u>Difference Dollar Value</u>
Civic Shirt	1.00	.99	(.01)	52	(.52)
Civic Dress	1.43	1.16	(.27)	73	(19.71)
Pant - White	1.18	1.36	.18	8	1.44
- Coloured	1.18	1.49	.31	-	-
Shop Coat	1.34	-	-	-	-
Dress	1.10	1.23	.13	26	3.38
Lab Coat	1.26	1.40	.14	1	.14
Chef Coat	1.14	1.28	.14	13	1.82
Pro Coat	1.14	1.28	.14	4	.56
Shirt	.76	1.06	.30	2	.60
Apron	.34	.36	.02	34	.68
Tea Apron	.34	.45	.11	79	8.69
Neckerchief	.29	.14	(.15)	9	(1.35)
Cotton Towel	.14	.18	.04	200	8.00
				Net Difference	\$ <u>3.73</u>

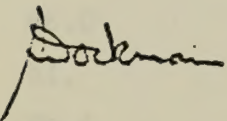
..... /

The following points should be noted:

- 1) All items from Work Wear are subject to a minimum weekly charge. The charge is determined for each item by calculating 40% of the inventory times the rental price of that item. This has been waived by Canadian Linen.
- 2) Work Wear charges for all loss and abuse. Canadian Linen has only charged for cotton towels as they felt that the losses incurred were excessive during the last inventory.
- 3) All prices are confirmed for one year.
- 4) Canadian Linen will provide the additional Convention Centre uniforms as required.
- 5) The Convention Centre uniforms for wait staff and porters that would be provided by Work Wear would be made of Polycotton - 65% Polyester/35% Cotton as opposed to our current uniforms which are 100% Polyester. Delivery would be 6-8 weeks.

Based on the average weekly usage for the past eight weeks, there was a savings of \$3.73 per week by using the services of Canadian Linen.

I therefore recommend that we retain Canadian Linen for all our uniform supplies for a further one year effective June 1, 1984.



Stephen H. Dockman
Director of Operations

SD:gh

cc.: John Leuser

ACCOPRESS®

25071	-	BLACK / NOIR	-	BG2507
25072	-	BLUE / BLEU	-	BU2507
25078	-	RED / ROUGE	-	BF2507
25075	-	GREEN / VERT	-	BP2507
25074	-	GREY / GRIS	-	BD2507
25073	-	R. BLUE / BLEU R.	-	BB2507
25079	-	X. RED / ROUGE X.	-	BX2507
25070	-	YELLOW / JAUNE	-	BY2507
25077	-	TANGERINE	-	BA2507

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